#### REFORT RESUMES

ED 013 618

RESPONSIBILITIES OF DIVISION AND DEPARTMENT CHAIRMEN IN CALIFORNIA JUNIOR COLLEGES.
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CALIFORNIA JUNIOR COLL. ASSN., MODESTO

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IN PREPARATION FOR A CONFERENCE ON THE IMPROVEMENT OF INSTRUCTION IN CALIFORNIA JUNIOR COLLEGES, INFORMATION WAS COLLECTED CONCERNING THE ORGANIZATION FOR INSTRUCTION AT 47 PUBLIC JUNIOR COLLEGES. INCLUDED IN THE REPORT ARE ORGANIZATION CHARTS FOR INSTRUCTIONAL SERVICES (AND, IN MANY CASES, FOR THE ENTIRE COLLEGE), WITH A DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF DEANS AND SUCH OTHER ADMINISTRATIVE PERSONNEL AS DIVISION CHAIRMEN, COORDINATORS, AND DEPARTMENT HEADS. (WO)



## U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE OFFICE OF EDUCATION

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**RESPONSIBILITIES** 

OF

DIVISION AND DEPARTMENT CHAIRMEN

IN

CALIFORNIA JUNIOR COLLEGES

UNIVERSITY OF CALIF.
LOS ANGELES

MAY 8 1967

CLEARINGHOUSE FOR JUNIOR COLLEGE INFULL ATION

California Junior College Association Office of Research October, 1966

#### FOREWORD

This collection of organization charts and statements of responsibilities of division and department chairmen in California junior colleges was prepared as background material for use at the California Junior College Association Annual Improvement of Instruction Conferences.

The 1966 conferences - Southern Conference, November 3, 1966, El Camino College; Northern Conference, November 17, 1966, Chabot College - have as their theme "The Role of the Division Chairman or Department Head, and His Responsibility for the Improvement of Instruction."

The materials in this collection were solicited from California junior colleges by memorandum. No follow-up request was made. In most cases the exhibits represent pages taken from the administrative or faculty handbooks of the respective colleges. In a few cases, charts and job descriptions were abridged.

The Improvement of Instruction Conferences are an annual project of the CJCA Committee on Curriculum and Instruction. Because "Improvement of Instruction" is ranked in first priority in a study of critical problems and needs of California junior colleges, the CJCA Research and Development Committee asked the Instruction Committee to give attention in the 1966 conferences to ways research could be helpful in bringing about improved instruction. The conference planning committee believed division and department chairmen were in a pivotal position to initiate instructional improvement and consequently the conferences were planned to explore ways in which division and department chairmen might assume leadership in their respective colleges in this field.

It is hoped that this collection of responsibilities of division and department chairmen will be a helpful reference to conference participants. The conferences may wish to recommend that an analysis of present responsibilities be made, or that



additional information be collected. In this regard, attention of readers is called to studies made by Chabot College, 1963, and Hancock College, 1966, in the Appendix of this report.

Appreciation is expressed to Foothill College for making duplicate copies of this report available to all junior colleges.

Thomas B. Merson CJCA Director of Research Bakersfield College October, 1966

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Leslie E. Wilbur, Coordinator of Junior College Programs, Univ. of Southern Calif.



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Antelope Valley College Bakersfield College Cabrillo College Cerritos College Chabot College Citrus College Coalinga College Compton College Contra Costa Junior College District Contra Costa College Diablo Valley College Cuesta College Cypress College El Camino College Foothill College Glendale College Grossmont College Hancock, Allan College Laney College Lassen Junior College Long Beach City College Los Angeles City Junior College District East Los Angeles College Los Angeles City College Los Angeles Harbor College Los Angeles Valley College Los Rios Junior College District American River Junior College Sacramento City College Marin, College of Merced College Modesto Junior College Monterey Peninsula College

Napa Junior College

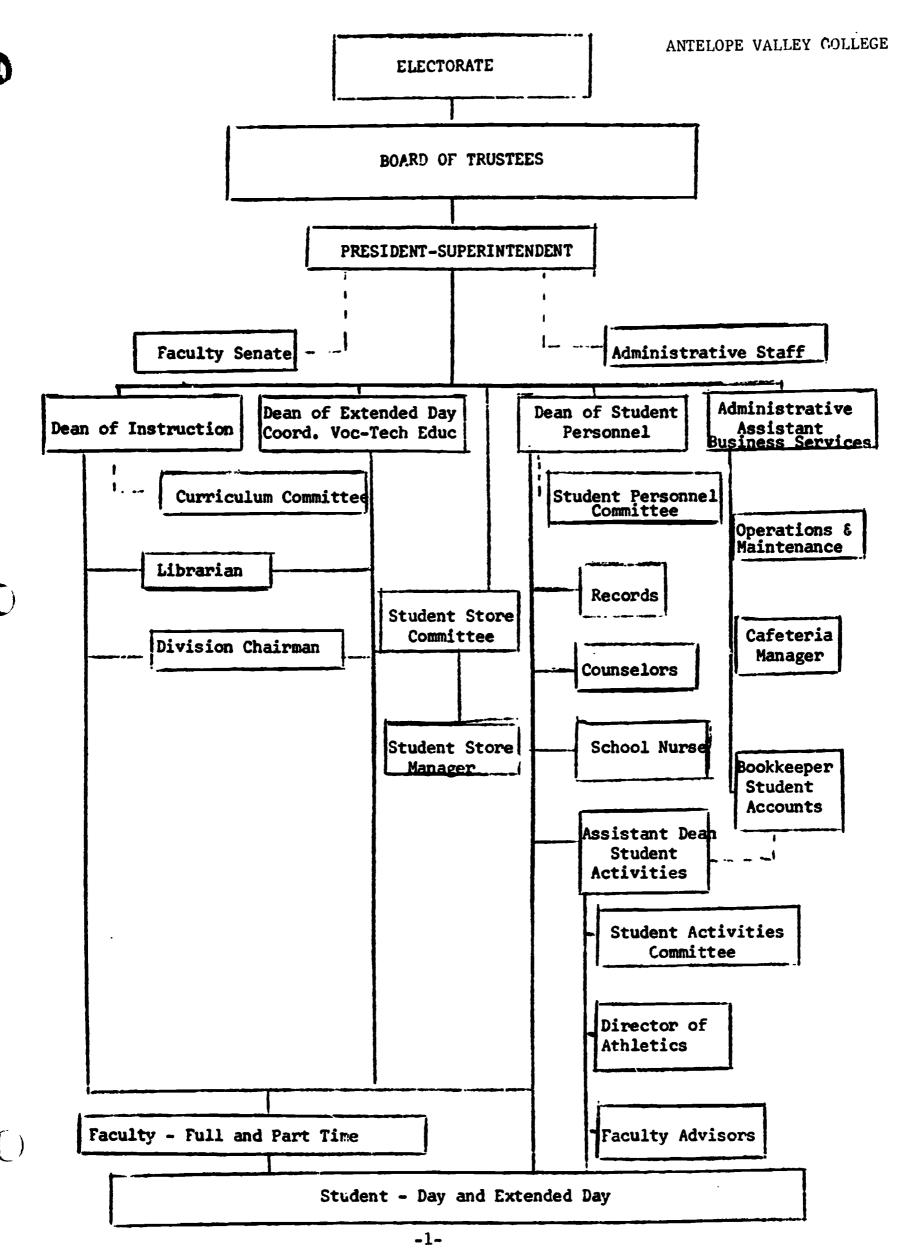
Orange Coast Junior College Dist. Golden West College Orange Coast College Palomar College Pasadena City College Porterville Coilege Reedley College Rio Hondo College Riverside Cicy College San Bernardino Valley College San Diego Junior Colleges San Diego City College San Diego Mesa College San Francisco, City College of San Joaquin Delta College San Jose City College San Mateo, College of Santa Barbara, City College Sequoias, College of the Shasta College Solano College Southwestern College Ventura College West Valley College Yuba College

#### APPENDIX

Survey of Division-Department Chairmen August 20, 1963 - Chabot College

Questionnaire on Department Heads Responses - January 26, 1966 Allan Hancock College





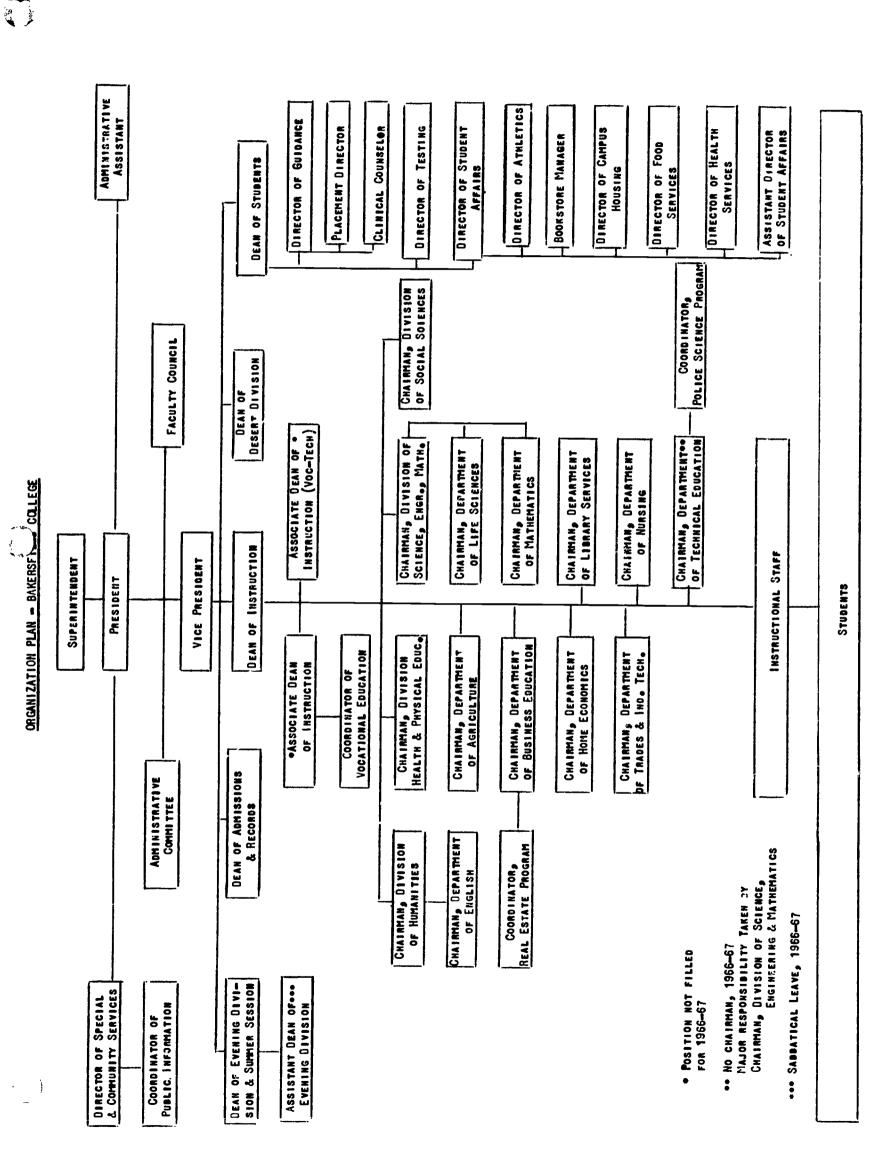
#### Duties and Responsibilities of the Division Chairman

Under the direct supervision of the Dean of Instruction, a Division Chairman performs the following duties:

- a. Keeps in touch with current developments in the various subject fields represented in the division and serves as a resource person in his subject area.
- b. Submits recommendations for curriculum improvements to the curriculum committee through the dean of instruction.
- c. Assists the dean of instruction in transmitting decisions on curriculum matters to teachers in the department.
- d. Assists teachers in the development and continued improvement of course outlines and appropriate reading lists. Assists the dean of instruction in maintaining a current file of outlines for all courses offered in the division.
- e. Assists the dean of instruction to improve teaching methods, examination procedures, and the selection of textbooks.
- f. Assists in the selection and evaluation of teachers for the division.
- g. Brings division members, day and extended day, together for the purpose of resolving division problems and improving instruction.
- h. Encourages appropriate extra-class activities for students majoring in the subject fields of the division.
- i. Assists the teachers in preparing budget requests. Receives, consolidates, reviews, and transmits division budget requests and requisitions to the dean of instruction.
- j. Assists the president in maintaining an inventory of property assigned to the division.
- k. Recommends the division's schedule of classes, day and evening, to the dean of instruction.
- 1. Has responsibility for coordination of the division's instructional program, day and extended day.
- m. Prepares a brief annual report to the dean of instruction, outlining the accomplishments of the division and the needs and plans for future development.



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REVISED 8/17/66

#### 205.22 DIVISION AND DEPARTMENT CHAIRMEN

#### A. General Responsibilities

Division and Department chairmen have five major responsibilities: administration, supervision, curriculum development, guidance, and coordination and placement in both day and evening programs.

#### B. Specific Duties

#### 1. Administration

- a. Interpret the educational philosophy of the college and provide leadership for the instructors of the division or department.
- b. Compile and submit reports, budgets and requisitions.
- Supervise departmental employees and recommend policy for custodial care and maintenance.
- d. Call division or department faculty meetings and appoint study committees as needed.
- e. Make recommendations of projected needs for new faculty, facilities, equipment and supplies.
- f. Assist with the selection of new teachers, scheduling classes, room assignments and planning new facilities.

#### 2. Supervision of Instruction

- a. Initiate, organize and direct programs of professional growth for members of the division or department.
- b. Carry on a continuous program of evaluation of instruction.

#### 3. Curriculum Development

- a. Recommend course patterns for majors and participate in ccurse revision.
- b. Cooperate with other department chairmen and with division heads in curricular planning.
- c. Foster activities which will augment the educational program of the department, e.g., field trips, club activities, etc.
- d. Assist the librarian in selecting library books and other instructional aids.

#### 4. Guidance and Placement

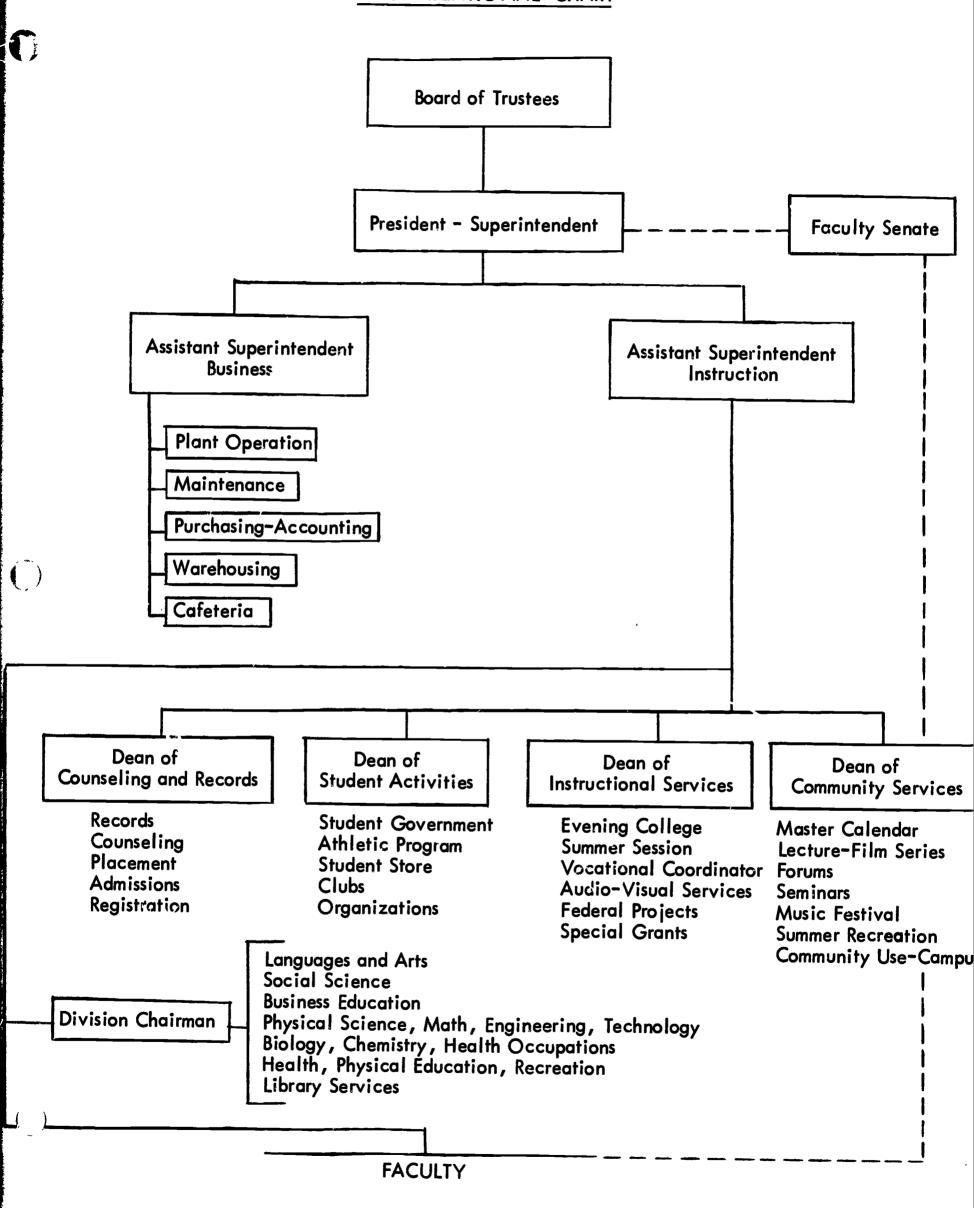
a. Advise students and the placement office about job opportunities in the community and serve as a source of occupational information.

#### 5. Additional Responsibilities

- a. In addition to the above responsibilities common to all division and department chairmen, or comen of the technical-vocational departments will a
  - (1) Confer frequently with representatives of business. andustry, labor and agraculture to make that the department's program is meeting then needs. Participate in the work of the groups.
  - (c) Participate in the work of

#### CABRILLO COLLEGE

#### ORGANIZATIONAL CHART





#### Divis on Chairman

#### Released Time:

Size of division staff:

No released time 1 - 5 1/5 released time 6 - 15 16 - 30 2/5 released time split the division 31 or over

The complexity of division with regard to budget, equipment, special programs and related duties will also be reflected in the time allocation.

#### Responsibilities:

Assist in the determination of need and selection of new staff members.

Counsel with staff members regarding teaching procedures, testing techniques, grading and record keeping.

Assist in the preparation of teaching assignments including hours, room use and subjects.

Organize the presentation of the divisional budget.

Call regular divisional meetings for the purpose of communication, professional growth, and in-service training.

Be a resource person and aid to new teachers in finding answers to their teaching problems.

Provide leadership in the development of the curriculum of the division.

Coordinate the selection of texts.

Provide requested information regarding the classroom performance of staff membets.

Be responsible for the inventory, maintenance and security of facilities and equipment used by the division.

Work closely with the members of the high school staff in curriculum development and coordination.

#### Responsibilities: Librarian.

Supervise and direct the operation of the library in accordance with sound library practices.

Requisition new books for the library upon recommendation of staff and approval of the President.

Promote the effective use of available library materials.

Act as Chairman of the Library Committee.

Meet with the Division Chairmen at regular meetings.

Promote liaison with each instructional division.

DIVISION ORGANIZATION. The instructional departments of the college are C. organized into six principal divisions. Each division contains technical and vocational curricula.



#### Health, Physical Education and Recreation

Pre-Professional
Health
Intercollegicite Athletics
Co-Educational Activities
Men's Physical Education Activities
Women's Physical Education Activities

#### Languages and Arts

Art Languages
English Music

Home Economics Speech and Drama

Journalism

#### Physical Science, Mathematics, Engineering, Technology

Earth Science

Engineering

Mathematics

Physics

Civil Highway Technology

Construction Technology

Drafting Technology

Electronics Technology

**Electronics Servicing and Testing** 

#### Biology, Chemistry, Health Occupations

Chemistry
Life Science
Dental Assisting
Vocational Nursing
X-Ray Technology

#### Social Science

Anthropology
Economics
Education
History
Philosophy
Police Science
Political Science
Psychology
Sociology

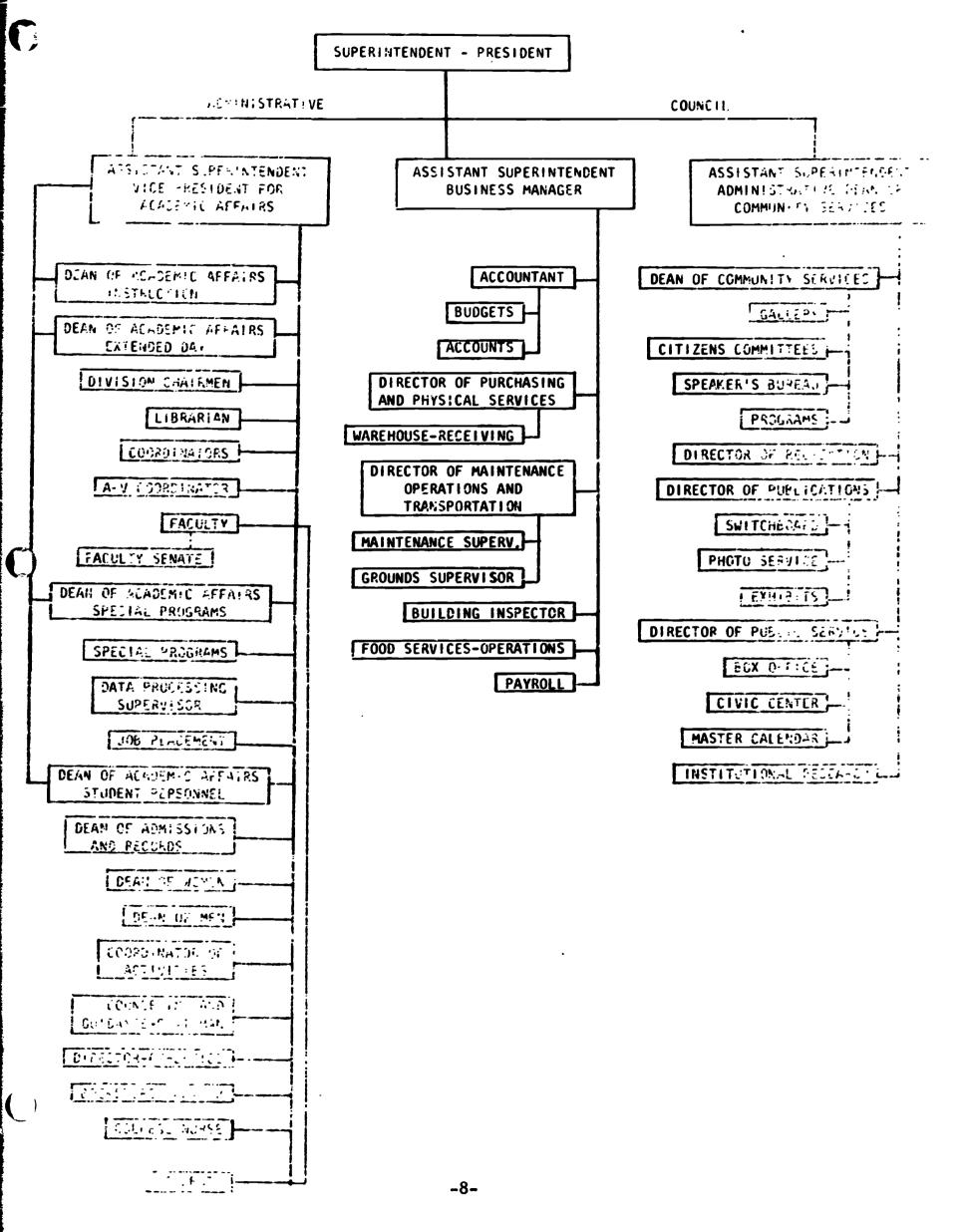
#### **Business Education**

Accounting and Bookkeeping
General Business
Industrial Management
Medical Secretary
Merchandising
Real Estate
Secretarial and General Office



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#### ADMINISTRATIVE STRUCTURE





#### DIVISION CHAIRMAN

Administer the affairs of the division including the following duties and responsibilities.

1. Be responsible for:

- A. The Development of curriculum.
- B. The improvement of instruction.
- The Vertical In-Service Education Program.
  - The evaluation of instructors through conferences, classroom visitations, and written evaluations.
- E. Securing substitute instructors and maintaining liaison with the Office of Academic Affairs.
- F. Submission of course outlines.

#### 2. Recommend:

- A. The annual budget.
- 8 Schedule of classes.
- C. Instructor assignments.
- D. List of textbooks.
- E. Assistant chairman and/or department chairmen to the Vice President for Academic Affairs.
- F. To the Academic Cabinet employment of personnel.
- 3. Copies of annual report to Deans of Academic Affairs and Vice President for Academic Affairs.
- 4. Teach classes. Load determined by administrative policy.
- 5. Approve requests and requisitions.
- 6. Provide leadership for the professional growth of instructors.
- 7. Conduct division faculty meetings.
- 8. Assist in the articulation with high schools, colleges, business, industry, and the professions.
- 9. Serve on Curriculum Committee.
- 10. Perform other duties as may be assigned.



#### ASSISTANT DIVISION CHAIRMAN

- 1. Be responsible to the Division Chairman.
- 2. Assist the Division Chairman in carrying out his duties and responsibilities as stated in the job description.
- 3. Perform assigned responsibilities to be designated by the Division Chairman.

#### DEPARTMENT CHAIRMAN

- 1. Be responsible to the Division Chairman.
- 2. Assist in carrying out departmental responsibilities as assigned by the Division Chairman.



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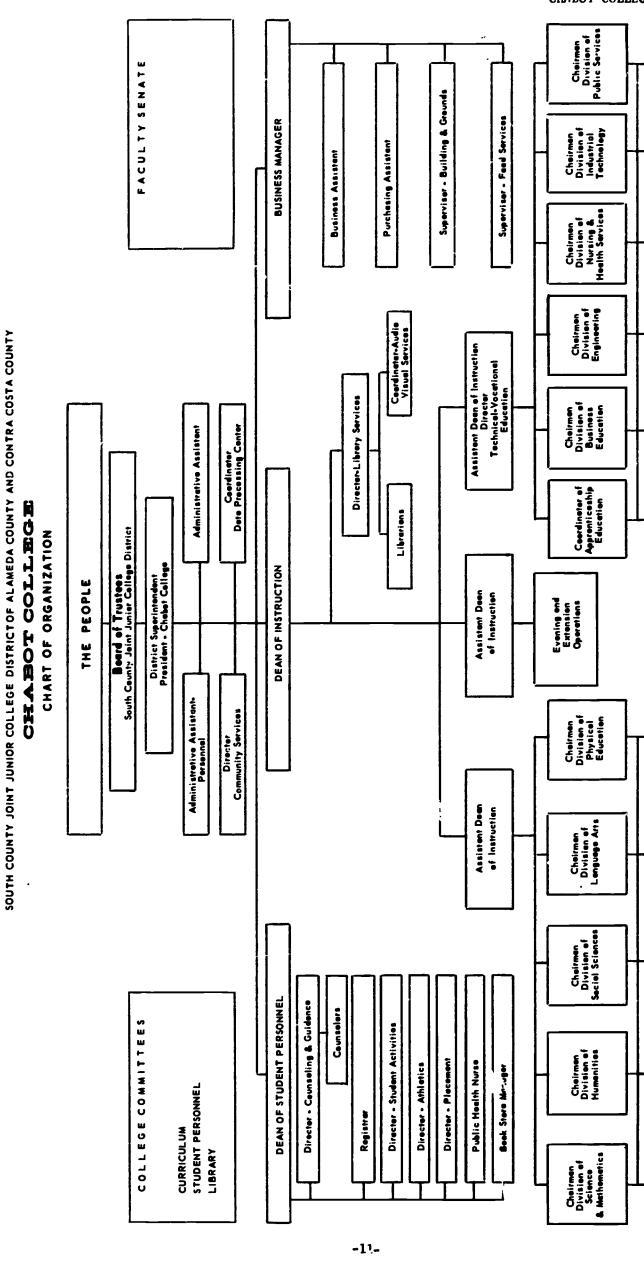
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## SOUTH COUNTY JOINT JUNIOR COLLEGE DISTRICT OF ALAMEDA COUNTY AND CONTRA COSTA COUNTY

## Administrative Position Description

#### **Position**

#### DIVISION CHAIRMEN

#### General Description

Division Chairmen are responsible for the direction and supervision of curriculum and instruction in their Divisions, including liaison between faculty and administration. Each is responsible directly to the appropriate Assistant Dean of Instruction.

#### Duties and Responsibilities

The Division Chairmen shall:

- 1. Supervise and provide assistance and resources to instructors.
- 2. Foster and maintain high standards of instruction.
- 3. Be responsible for framing the objectives of the curriculum of the division and for the divisional consideration and evaluation of course proposals.
- 4. Assist in the preparation of and recommend course objectives and course outlines for each divisional offering.
- 5. Recommend instructor and room assignments and provide other information for the Class Schedule. Assist in administering the Class Schedule.
- 6. Assist in the selection and evaluation of faculty in the division and provide for appropriate faculty involvement in the selection process.
- 7. Carry out a program of orientation and in-service education for all instructors in the division.
- 8. Provide lists of acceptable substitute instructors to the appropriate Assistant Dean.
- 9. Direct and supervise the employment and performance of classified personnel, including student clerical and laboratory assistants.
- 10. Assist in preparing the College Catalog.
- 11. Establish liaison with part-time faculty members and relate them to appropriate division activities.





Page Two

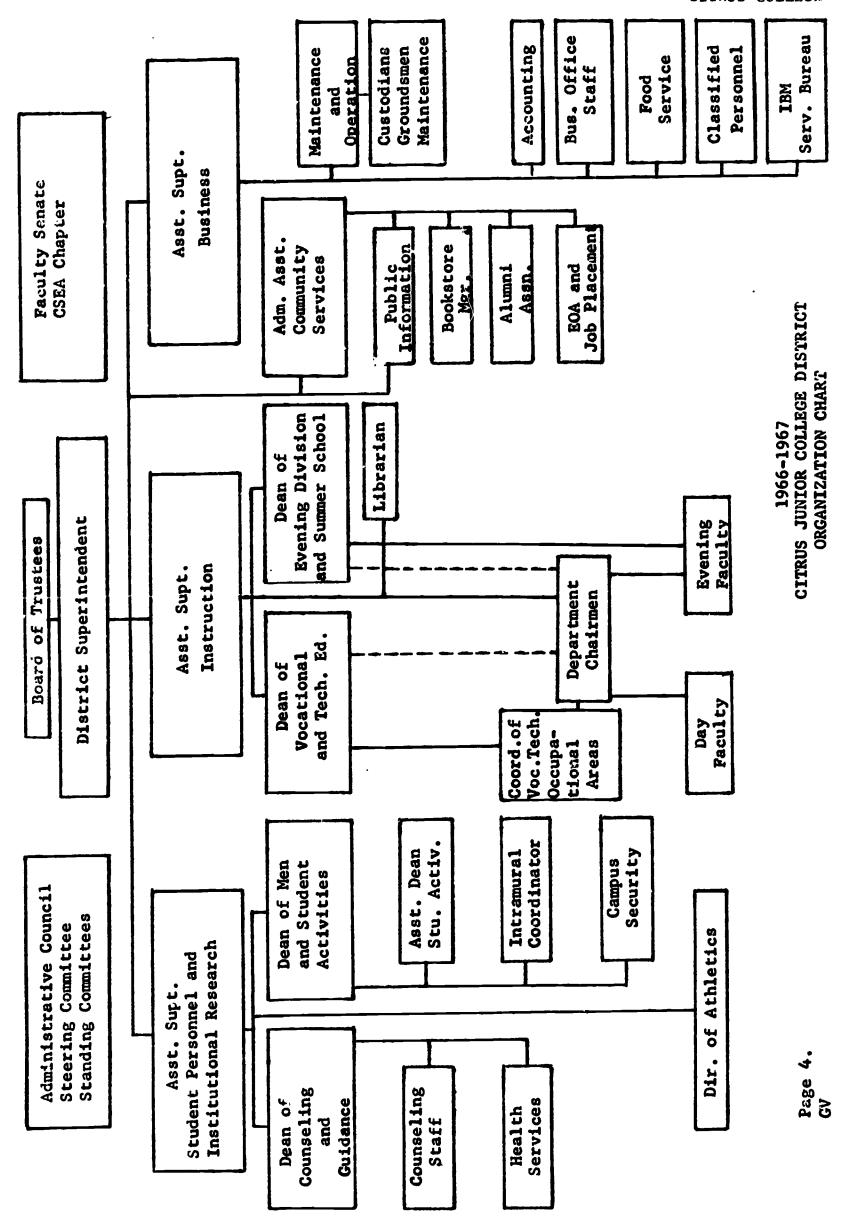
- 12. Recommend textbooks and lists of special supplies and process requisitions.
- 13. Prepare and recommend the annual budget request for the division. Administer assigned segments of the budget.
- 14. Approve requisitions for supplies and equipment.
- 15. Assumes general responsibility for division equipment and supplies and facilities assigned to the division.
- 16. Provide basic data for applications for federal and state grants in areas of curriculum and instruction.
- 17. Foster the development and use of the library and consult with the librarians regarding the library collection.
- 18. Provide basic information required for federal and state reports.
- 19. Stimulate faculty to maintain liaison with their subject matter counterparts in high schools, colleges and universities.
- 20. Foster experimentation by the faculty with new teaching technology and methods of instruction.
- 21. Encourage and facilitate close relationships between the divisional faculty and the Student Personnel Office and provide necessary counseling and guidance information.
- 22. Perform all other related and implied duties and such others as may be assigned by the Superintendent-President.

#### Appointment

The Division Chairmen shall be elected by the Governing Board upon the nomination of the Superintendent-President.

Revised 10/65/bd





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#### DEPARTMENT CHAIRMEN

#### Appointment

1. Department chairmen are appointed by the President upon the recommendation of the Administrative Council.

#### Responsibility

1. Department chairmen are responsible to the office of instruction.

#### Tenure of Office

1. Appointment is made for an indefinite period of time with annual evaluation.

#### Duties

The department chairman shall be responsible for promoting, organizing and coordinating the program in his department for the day, evening and summer session. He shall perform the following duties:

#### 1. Educational Functions

- (a) Recommend curriculum changes.
- (b) Prepare new course outlines and revise current outlines as necessary.
- (c) Assist with catalog revision.
- (d) Recommend teacher assignments and class loads.
- (e) Participate in the selection of department personnel.
- (f) Select texts and make requests for library materials.
- (g) Make requests for Federal and State financial grants.
- (h) Participate in the evaluation of staff at least one visit per semester for each evening part-time teacher with conference and a written report to the office of instruction.
- (i) Work with advisory committees.
- (j) Work continuously with department members for improvement of instruction through in-service education.
- (k) Supervise summer session instruction when employed as a summer school teacher.



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#### 2. Staff Functions

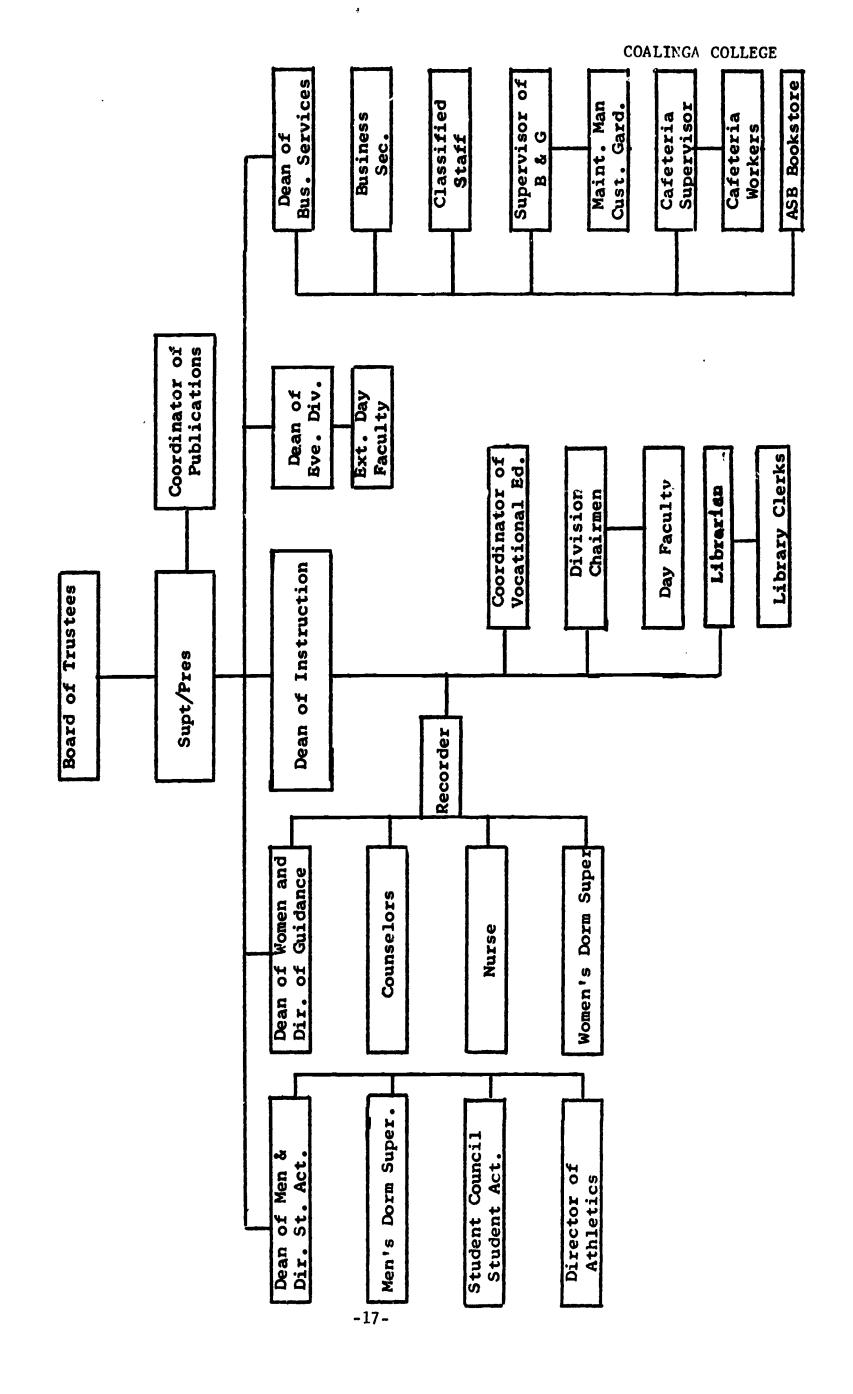
- (a) Call staff meetings as needed (minimum of four (4) each with minutes of meetings given to office of instruction).
- (b) Conduct orientation meeting before the beginning of each semester with part-time evening staff.
- (c) Maintain regular office hours on regular school days.

#### 3. Business Functions

- (a) Prepare an annual departmental budget.
- (b) Submit specification and bid lists for equipment.
- (c) Select bid items which meet specifications and departmental needs.
- (d) Make an annual departmental inventory.
- (e) Order departmental supplies.
- (f) Assist with the development of building plans.
- (g) Recommend the hiring of needed part-time classified employees i.e. readers, clerks, etc.
- (h) Approve conference attendance for members of department, (sending the application form to the President's office one month prior to date of conference).







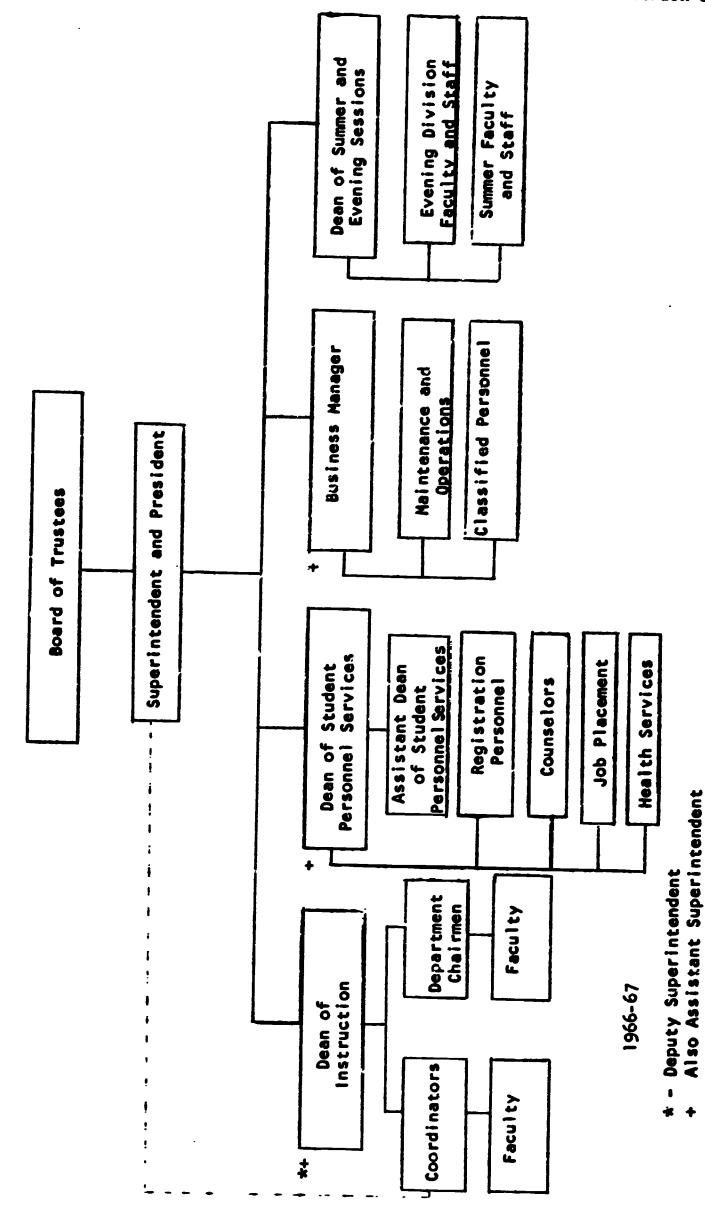


#### DIVISION HEADS: DUTIES AND RESPONSIBILITIES

- 1. Conduct monthly staff meetings, and submit minutes of each meeting with any recommendations to the Dean of Instruction.
- 2. Serve as members of the Curriculum Committee and the Library Committee.
- 3. Be available for consultation and for providing information needed by individual administrators within the scope of their respective duties.
- 4. Teach assigned classes and maintain established office hours as approved by the Dean of Instruction.
- 5. Responsibility to the Dean of Instruction for the following:
  - a. Promotion, organization, development, coordination, evaluation and recommendations for revisions in the instructional programs within their divisions, and the development of current course outlines for all courses within their divisions.
  - b. Facilitation of liaison between division members and instructors of similar subject matter fields in district high schools and neighboring colleges.
  - c. Coordination of follow-up studies of students within their division.
  - d. Accept responsibility for registration activities, as assigned by the dean of Instruction.
- 6. Responsibility to the Dean of Business Services for the following:
  - a. After reviewal and approval of budget requests from members of their division, recommendations for the purchase of these supplies and equipment.
  - b. Review textbooks being used and make recommendations for additions or change in the list of official adoptions.
  - c. Be responsible for receiving from all instructors in his division the inventory of all property assigned to the division.
- 7. Shall be aware of the responsibilities of other personnel assigned to him and respond accordingly.

Revised 8/66





COMPTON JUNIOR COLLEGE DISTRICT

ORGANIZATION CHART

### 10. <u>Department</u> <u>Chairmen</u>

Department Chairmen are appointed by the President of the College and hold office subject to reappointment. The Dean of Instruction works closely with the Department Chairmen in their areas:

Business Ar. Jerry Valenti
English Ars. Ruth Lewis
Foreign Language Mr. Martin Rauhut
Industrial Technology Mr. Roger Beam
Library Mr. Lloyd DeGarac
Life Science Dr. Joseph Stubblefield



Department Chairmen are, in their special areas, the advisers and consultants to the administration. They occupy these positions by their acquaintanceship with the community and its educational program, their breadth of training and their knowledge of their special areas, and their concern for the over-all development of sound college services to the students of the community. Their final concern must be for the welfare of the College, the general college program, and their interest and concern in the success of the individual faculty members in their areas. They will also have the following responsibilities:

#### 4. General

- (1) To interpret to their departmental staffs the educational philosophy of the College and to assist in implementing this philosophy through the curricula and the instructional program
- (2) To advise their departmental staffs as to administrative policy and to conduct the activities of their departments within that policy
- (3) To foster coordination and mutual understanding among the departments of the College
- (4) To foster democratic procedures within the department and in the classroom
- (5) To assume leadership in cultivating within the department a positive, alert, creative, professional attitude on educational matters, both within and without the College

#### b. Administration

- (1) To serve on such committees as requested by the administration
- (2) To call regular departmental meetings, as directed by the administration, to appoint study committees

within the department and to report by written minutes to the administration the activities and recommendations of these groups; and to bring to the department for recommendation or action problems and proposals as requested by the administration

- (3) To complete and submit reports requested by the administration and to maintain adequate departmental records as requested; to assist and advise their faculty members in the making of official records
- (4) To assist in the making of the annual budget and to aid in the supervision of the budget through review of requisitions, and to act as adviser to the administration in the purchasing of technical materials requested by their area, always keeping in mind that expenditure of funds should aim for the greatest educational value and the wisest expenditure of public monies
- (5) To aid in the management and development of the physical plant, maintaining the security of their areas, recommending for its maintenance and repair, and proposing and advising for its modification or enlargement to meet instructional needs

#### c. Curriculum Development

- (1) To act as a continuing member of the Curriculum Committee
- (2) To assist in the revision of the catalog and preparation of other published material related to the instructional program
- (3) To bring to the departmental staff statements and and interpretations of student characteristics and needs as determined by the Dean of Student Personnel Services as a basis of curricular changes and improvement of instruction
- (4) To recommend the sequence of courses composing a curriculum and to aid in coordinating the activities of the departments involved
- (5) To serve when requested in liaison with other junior colleges, the state colleges, and the universities, of with lay committees of the community, to ensure the validity of the College offerings

#### d. Instruction

- (1) To assist in the development, supervision, and coordination of all courses in their area
- (2) To stimulate improvement of teaching techniques, devices, and methods within their area



- (3) To stimulate the use of library resources, audio-visual materials, and other aids to instruction
- (4) To recommend the adoption of texts and other instructional materials
- (5) To assist in the formulation and administration of a continuous program of evaluation of instruction in their department and the College as a whole
- (6) To aid in the maintenance of grading standards and recommend practice and policy
- (7) To aid in the formulation and administration of adequate testing programs, both placement and evaluation, within their areas
- (8) To transmit to the department the statement of success of graduates or others, either at other institutions or in the vocational field
- (9) To assist in the formulation of the class schedule

#### e. Personnel Matters

- (1) To assist in the determination of staff by indicating skills needed to maintain an adequate faculty to meet the programs of the department
- (2) To advise on the selection of staff by participating in the interview of candidates to evaluate the candidate's technical qualifications in his field, recognizing that final choice rests with the administration
  - (a) The department shairman's primary responsibility is to be concerned with the qualifications of the prospective faculty member as might apply to his general and specific training in the area of the division involved. The department chairman will be given full opportunity to evaluate the candidate through screening of correspondence and the papers provided by placement services. He will be expected, if he is present and available in the community, to sit in on the interview. He will be asked to evaluate the candidate's scholastic training, his

experience, his professional attitude, and his personality. The department chairman's recommendation will be given very serious consideration by the Dean of Instruction and the President before any appointments are made. The Dean of the Evening Division will coordinate with department chairmen to the greatest extent possible regarding employment of certificated personnel for summer and evening sessions. Final judgment, however, lies with the President, as indicated above.

- (b) It will be the responsibility of the department chairmen to give to the Dean of Instruction a written list of additional personnel which the chairman feels will be needed in the ensuing year and to identify the services which such additional faculty members would be expected to render. The department chairmen are available to faculty members in their areas for help and assistance in educational problems
- (3) To assist in the evaluation of probationary faculty members
- (4) To advise on the assignment of faculty members, to secure the maximum use of their skills and to ensure professional growth
- (5) To assist in the administration of personnel policies, absences, office hours, professional relationship of staff, teaching load, etc.
- (6) To assist in the formulation and administration of an inservice training program or programs

#### f. Counseling and Placement

To encourage their instructional staff to utilize fully the services of the specialized counselor and the counseling services in order to improve service to the student

#### g. Evening Services

- (1) To assist the Dean of the Evening Division in the proposal and formulation of courses for adults
- (2) To assist the Dean of the Evening Division in the selection of faculty members, scheduling and direction of all courses for adults and in the utilization of the physical plant during the evening hours
- (3) To assist the Dean of the Evening Division in the articulation of the summer and evening programs
- (4) To assist the Dean of the Evening Division in the orientation and guidance of part-time faculty members in matters related to curriculum, testing and grading



CONTRA COSTA COLLEGE

- Staff Services -

PRESIDENT

# CONTRA COSTA COLLEGE San Pablo, California

## Chart of Organization

				(	CONTRA	COSTA
		Counseling Placement Health Services	Counseling Services		R V I C E S	
		Records Admissions Data Processing Evaluations Departments	Admissions & Records - Divisions		STUDENTSE	
		Bookstore Student Government Inter-Club Council	Student Activities		DEANOF	
		Physical Education	Physical Education			Research & Planning Community Services Administrative Services
TEACHING FACULTY		Biological Science Chemistry Mathematics Physics	Natural Science			Research & Planning Community Services Administrative Serv
		Art English Foreign Languages Home Economics Music Psychology Social Science	Liberal Arts		· · · · · · · · · · · · · · · · · · ·	
		Nursing Medical & Dental Assisting Departments	Health Sciences  **Divisions***  **The state of the state	Education Program vices	N O -	
		Business Electronics & Electricity Engineering & Architecture Management & Supervision Police Science Fire Science Fabrication Technology Manpower Development Training	Technical Education	Occupational Education Extended Day Program Library Audio-Visual Staff Services	AN OF INSTRUCT	
		Auto Services Cosmetology Food Services Trade Extension Apprenticeship	Trade & Indus- trial Education		D E	



#### Chairmen of Instructional Departments

The department chairman will be responsible for:

Assisting in the developing and maintaining of departmental academic standards in accordance with the philosophy and objectives of the College.

Assisting in the planning, developing, coordinating, and evaluation of the curriculum of the department for the Day and Extended Day Programs.

Participating in the recruiting, interviewing, and the recommending of new departmental day and extended day staff members to the division chairman as provided by College policies and precedures.

Assisting in supervising and evaluating probationary departmental day and extended day staff members as provided by College policies and procedures.

Assembling and submitting departmental budgets for the Day and Extended Day Programs.

Recommending and approving departmental purchase requests.

Maintaining departmental records and inventory controls as required by College policies and procedures.

Acquiring adequate and current library, audio-visual, and instructional material resources.

Assisting in student recruitment for the department.

Assisting in the preparation of departmental reports and proposals for grants and aid under federal, state, or other assistance programs.

Assisting in preparing the class schedule for the Day and Extended Day Programs of the department.

Coordinating textbook deletions and selections.

Recommending attendance at conferences.

Coordinating the development and revision of course outlines.

Orienting new staff members.

Supervising student and classified employees within the department.

Coordinating the student advisor system with the student services of the College.

Fulfilling such other responsibilities as may be delegated by the director of the division.



CONTRA COSTA COLLEGE 2801 CASTRO ROAD SAN PABLO, CALIFORNIA

#### Director of Liberal Arts and Natural Science Divisions:

Responsible for the planning, development, coordination and evaluation of the curriculum in the Liberal Arts and Natural Science Divisions.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Liberal Arts and Natural Science Divisions.

Responsible for the assembling and submission of the divisional budgets.

Responsible for the approval of departmental purchase requests.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.

#### Director of Technical Education Division:

Responsible for the planning, development, coordination, and evaluation of the curriculum in the Technical Education Division.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Technical Education Division.

Responsible for the assembling and submission of the divisional budget.

Responsible for the approval of departmental purchase requests.

Cooperates in providing liaison in instructional and curricular matters with high schools of the area in designated technical education fields.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.



## Director of Trade and Industrial Education Division:

Responsible for the planning, development, coordination, and evaluation of the curriculum in the Trade and Industrial Division.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Trade and Industrial Division.

Responsible for the assembling and submission of the divisional budget.

Responsible for the approval of departmental purchase requests.

Maintains liaison with appropriate trade and industrial groups concerning the initiation, recruitment, maintenance furtherance, and evaluation of instruction in courses or course patterns pertaining to their respective fields.

Cooperates in providing liaison in instructional and curricular matters with high schools of the area in designated trade and industrial fields.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.



#### Director of Health Sciences Division:

Responsible for the planning, development, coordination, and evaluation of the curriculum in the Health Sciences Division.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Health Sciences Division.

Responsible for the assembling and submission of the divisional budget.

Responsible for the approval of departmental purchase requests.

Responsible for maintaining effective lines of communication between the College and the health and designated service groups in the community.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.

#### Director of Physical Education and Athletics Division:

Responsible for the planning, development, coordination, and evaluation of the curriculum in the Physical Education and Athletics Division.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Physical Education and Athletics Division.

Responsible for the assembling and submission of the divisional budget.

Responsible for the approval of departmental purchase requests.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.

#### Director of Student Activities Division:

Responsible to the Dean of Student Services for the planning, development, coordination, supervision and evaluation of the co-curricular program.

Gives immediate supervision to the following co-curricular activities: Student Council, Inter-Club Council, student publications, student bookstore, student funds, freshman orientation, student transportation and student housing.

Advises, coordinates and supervises all student organizations and faculty sponsors of such organizations.

Serves as the College representative with the California Student Government Association.



Responsible for scheduling events which take place in the Student Center.

Supervises student use of Student Center facilities.

Accepts such other responsibilities as may be delegated by the Dean of Student Services.

#### Director of Counseling Services Division:

Responsible to the Dean of Student Services for interchange of information between the College and high schools within the service area of the College.

Responsible for directing a follow-up program of transfer students to other four-year colleges with frequent reports to faculty and administration concerning the success of these transfer students in upper division programs.

Administers a program of financial aids, scholarships and loans for the College students.

Supervises the program of educational and occupational information to be used by students and counselers.

Serves as the College representative in answering routine inquiries and letters of recommendation regarding students.

Responsible for the planning, development, coordination, and evaluation of the Counseling Services Division.

Assigns and supervises the extra duty positions available to the counseling staff in the Extended Day and Summer Programs.

Develops and coordinates a program of orientation and in-service training for new and continuing staff members.

Responsible for the supervision and evaluation of departmental staff members in cooperation with the Dean of Student Services.

Coordinates the use of staff consultant and referral resources.

Assists in the preparation of informational brochures concerning counseling services.

Responsible for the preparation and submission of various applications and reports involved in financial aids.

Participates in formulation of the Student Services Policy.

 $\lambda$ ccepts such other duties as may be delegated by the Dean of Student Services.

#### Director of Admissions and Records Division:

Responsible to the Dean of Student Services for the planning, coordination, supervision and evaluation of the admissions, registration records and other functions of this office.

Maintains appropriate attendance and enrollment data.



Prepares attendance reports as required.

Maintains individual student records and such other attendance and academic records as required by law.

Responsible for the evaluation of students' previous work.

Consults on selective service deferments, and processes all materials required by this agency.

Determines and reports to the Dean of Student Services on athletic eligibility.

Determines and reports to the Dean of Student Services those students eligible for the Associate Degree, and to the Dean of Instruction those eligible for Certificates of Achievement.

Provides data for local, state, and national reports and surveys.

Responsible to the Dean of Student Services for registration procedures.

Certifies eligibility of students to governmental agencies, such as for veterans' benefits and social security benefits.

Accepts such other responsibilities as may be delegated by the Dean of Student Services.

#### Director of Occupational Education

The Director of Occupational Education shall function in a staff capacity to the Dean of Instruction, and shall:

Organize and develop occupational programs in response to educational and community needs in cooperation with the department chairmen and divisional directors.

Maintain liaison with the appropriate offices in the State Department of Education.

Assist in the development of community and industrial contacts on behalf of the occupational programs.

Assist in the coordination of the functions and activities of the divisions engaged in occupational education programs.

Assist in the preparation of brochures and other public relations materials related to occupational education.

Assist in the determination of skill and technical requirements that affect instructional programs in cooperation with divisional directors and departmental chairmen.

Maintain liaison with the California State Employment Services, the Division of Apprenticeship Standards and other agencies concerned with occupational education.

Participate in regional and state-wide vocational education planning with state and federal agencies.



Assist with the organization and functions of advisory committees as related to occupational programs.

Be responsible for the preparation and submission of the appropriate state and federal reports of the Occupational Division.

Coordinate the Kaiser Foundation Student Nursing Program with the Contra Costa College academic program.

Perform such other duties as may be delegated by the Dean of Instruction.

# Director of the Extended Day Program

The Director of the Extended Day Program shall function in a staff capacity to the Dean of Instruction, and shall:

Be responsible for the planning, development, coordination, supervision and evaluation of the program for extended day students, and of the summer session, in cooperation with the directors of divisions.

Coordinate and supervise the work of assistants assigned to the program for extended day and summer session students.

Submit to the Dean of Instruction budget recommendations for the program for extended day and summer session students.

Serve as counselor to extended day and summer session students as time permits.

Administer the College during the hours of 5 p.m. and 10 p.m., Monday through Thursday, inclusive.

Accept such other responsibilities as may be delegated by the Dean of Lastruction.

# Director of Community Services

The Director of Community Services shall function in a staff capacity to the President, and shall:

Be responsible for the coordination, development, supervision, and evaluation of the Community Services Program.

Be responsible for the preparation of news releases and other written media.

Provide the leadership for the concert and lecture series.

Coordinate all other lectures, workshops, symposiums, etc.

Assume such other duties as assigned by the President.

# Director of Research and Planning

The Director of Research and Planning shall function in a staff capacity to the President, and shall:

Be responsible for coordinating campus and facility planning activities.



Be responsible for directing a program of institutional research.

Be responsible for acquiring information about new developments in higher education with reference to sources of state and federal funds, and for preparing applications for such funds.

Be responsible for preparing and submitting special reports and responding to questionnaires.

Assume such other duties as assigned by the President.

# Director of Administrative Services

The Director of Administrative Services shall function in a staff capacity to the President, and shall:

Plan and organize the business activities of the College under the direction of the President.

Coordinate the preparation of the annual budget and maintain records of College expenditures.

Process all requisitions and requests for supplies, equipment and services originating at the College.

Be responsible for the collection and deposit of all funds, except bookstore accounts, collected by the College.

Supervise the personnel involved in the business affairs of the College, including the PBX operator.

Supervise the Production Laboratory.

Supervise the operation of the College cafeteria, exclusive of its instructional use.

Be responsible for the operation, maintenance, repair and upkeep of College buildings, property, and equipment.

Interview all applicants for classified positions and supervise the initial testing and screening before placing names of those selected on the list of qualified applicants.

Supervise the preparation of the College payrolls.

Direct enforcement of College parking and traffic rules and regulations.

Provide for the transportation of students and other College personnel. Supervise all use of all College vehicles.

Perform such other duties as may be designated by the President.



# Coordinator of Management and Supervision

The Coordinator of Management and Supervision shall function as a department chairman in the Division of Technical Education, and shall:

Be responsible for the promotion and development of the District-wide program of Management and Supervisory Training.

Be responsible for maintaining effective lines of communication with industrial, business, and governmental groups within the community and within the field of management and supervisory training.

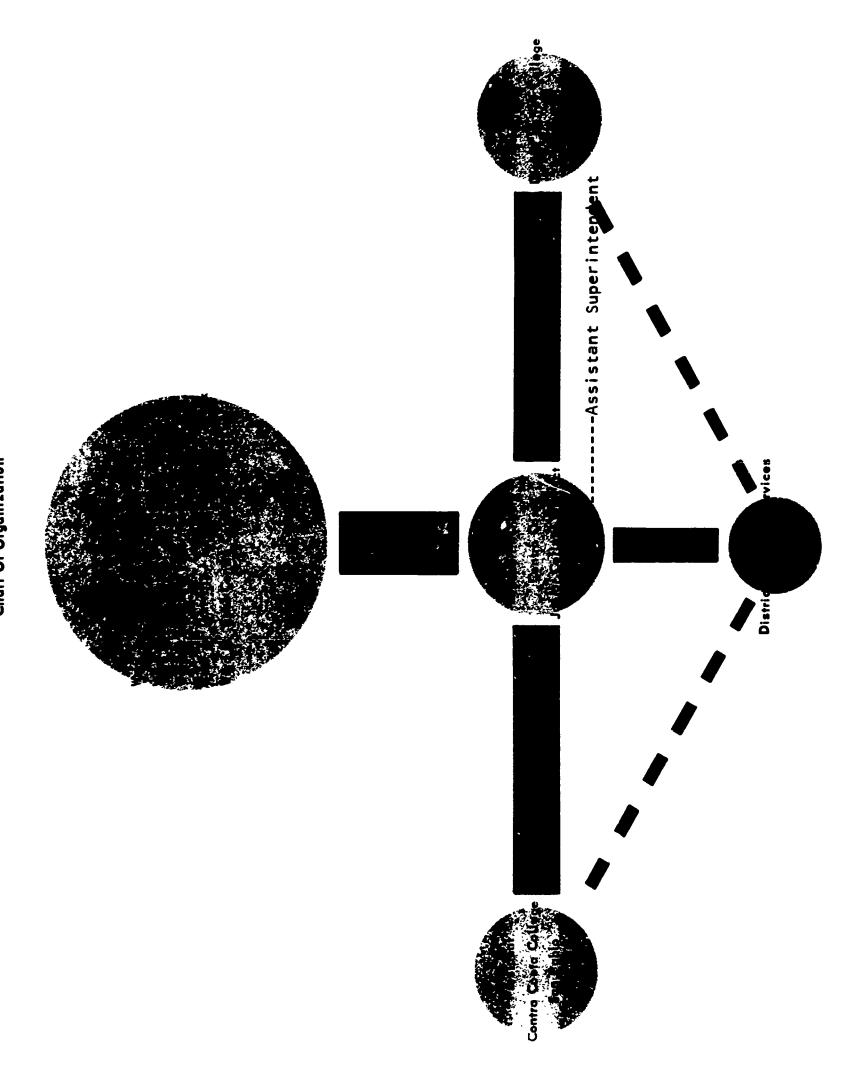
Be responsible for assistance in the development of the Management and Supervision Program; instruction in classes in supervisory training; assistance in the selection of instructors in the Management and Supervision Program; assistance in the supervision of instructors assigned to the Management and Supervision Program; serving as the school representative to work with the appropriate advisory committees.

Cooperate with College counseling and guidance staff and assist in the registration of management and supervision students.

Maintain effective public relations through personal contacts at industrial plants, business agencies, and governmental agencies for the efficient promotion, establishment, and operation of the College's Management and Supervision Program.

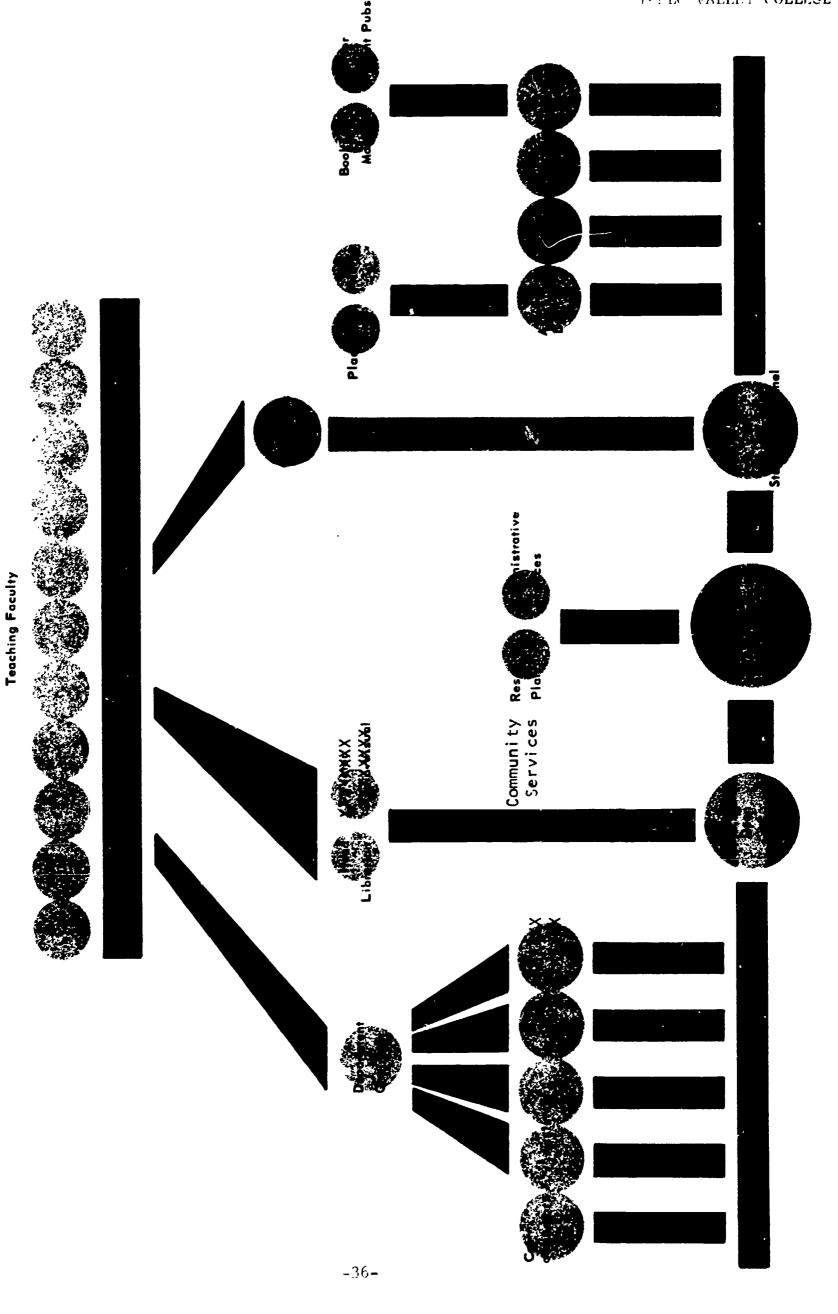
Accept such other assignments as may be delegated by the Dean of Instruction.







DIABLO VALLEY COLLEGE Chart of Organization





SECTION 1.9

# SUBJECT AREA COMMITTEES: THE DEPARTMENTS

The advisory committees established for the advancement and development of teaching fields are known as <u>departments</u>. These committees are headed by a department chairman who is elected according to the following procedure (as specified by the Advisory Committee on Campus Administration):

- 1. Nominations are submitted to the department head one week in advance of the nominating meeting; there are no nominations from the floor.
- 2. Election of department heads are to take place sometime within-thelast thirty-days-of-instruction-in-the-school year: prior to the completion of the fall class schedule.
- 3. The candidate elected must receive a majority of votes. If there is no clear majority, a run-off must be conducted between the two candidates receiving the highest number of votes.
- 4. The new department head takes office as soon as elected.

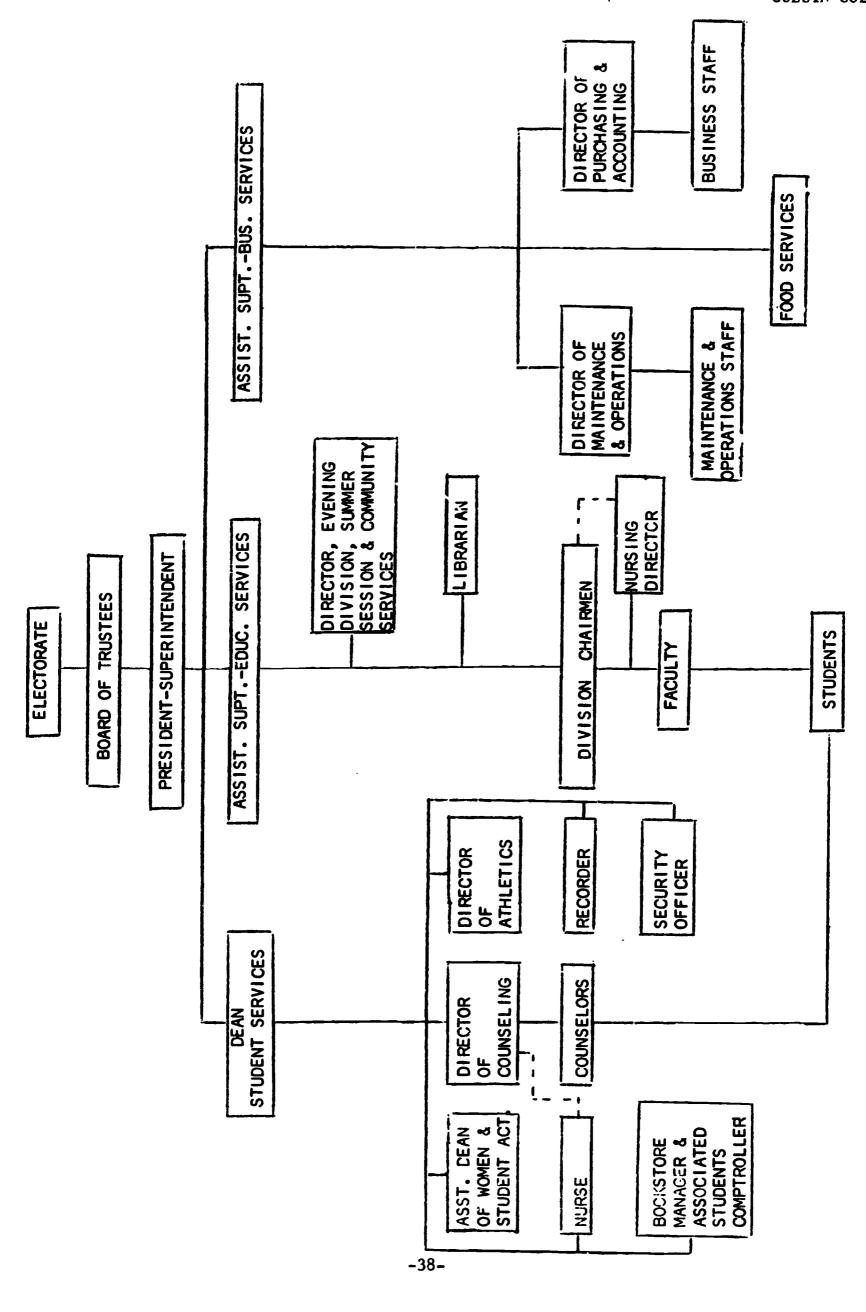
The DEPARTMENT CHAIRMAN represents the curricular department or area as it advises with the administration, the Committee on Instruction, and professional organizations. His chief responsibility is to give leadership in the improvement of the department's offerings and the methods of instruction; The-department chairmen-at-Diable-Valley-Gollege-have-chosen-not-to-be-involved-in-the-evaluation of probationary-teachers; therefore; evaluating-becomes-the-responsibility-of-the assistant-deans; the-dean-of-instruction; and the-president; also evaluation of teachers.

Besides calling and chairing meetings, the department chairman originates recommendations for the budget, supervises the expenditure of the budgeted funds, participates in the interviewing of teacher--candidates and in making recommendations for appointment to the president. He works with new teachers to help them receive necessary services and materials (text, course outlines, etc.) to understand the curriculum as presently specified, approved, and on file in the Office of Instruction, to become familiar with the philosophy and practices of the college and the department.

Since the departments are parts of divisions supervised by an assistant dean of instruction, the department chairman works closely with the assistant dean on matters of curriculum, personnel, and budget. As consultants, the assistant deans attend department meetings, refine preliminary budgets, coordinate class assignments and schedules for their divisions, and generally act in liaison between the administration and the department.

Department chairmen are given released time for the performance of their assignments according to the following formula: One fifth time released for 6 to 15 instructors and two-fifths for more than 15 instructors.





# i. Appointment

- a. Division Chairmen shall be recommended by the President-Superintendent for appointment by the Board of Trustees.
- b. Division Chairmen shall be directly responsible to the Assistant Superintendent, Educational Services.

# 2. Duties

Division Chairmen shall:

- a. Be responsible for the organization and supervision of his division.
- b. Be responsible for coordination in his division between the day, evening, and summer session.
- c. Be responsible, with the Counseling Department, for approving appropriate courses for students who are majoring in his division.
- d. Recommend curriculum changes.
- e. Be responsible for preparation and revision of course outlines.
- f. Recommend instructor assignments and class loads.
- g. Be responsible for in-service education in his division.
- h. Be responsible for the selection of textbooks and library materials for his division.
- i. Prepare an annual budget request.
- j. Prepare an annual division inventory.
- k. Submit specification and bid lists for equipment.
- 1. Be responsible for the control of the division budget.
- m. Assist in preparation of requests for Federal and State financial grants.
- n. Order and verify receipt of division supplies and equipment.
- o. Participate in the selection and evaluation of division personnel.
- p. Recommend the hiring of part-time classified employees as needed by his division.
- q. Perform special responsibilities as assigned by the Assistant Superintendent of Educational Services.

# 3. Term of Office

The Division Chairmen shall serve their appointments for an indefinite period of time. Their performance shall be subject to an annual evaluation.



PLANT AND FACILITIES DIRECTOR OF COUNSELORS -ADVISORS -VARSITY COACHES-DEAN OF STUDENT PERSONNEL SERVICES - FACULTY COMMITTEES SUPERINTENDENT DEPUTY REGISTRAR BOARD OF TRUSTEES PRESIDENT'S CABINET SUPERINTENDENT ELECTORATE PRESIDENT STUBBULE FACUL IV ALL COLLEGE COUNCIL— STAFF HEAD LIBRARIAN LIBRARY DIRECTOR OF PERSONNEL / DEAN OF INSTRUCTION AREA CHAIRMEN OF FUNDS AND AFFAIRS BUSINESS ASSISTANT DIRECTOR BUSINESS



CYPRESS JUNIOR COLLEGE ADMINISTRATIVE ORGANIZATIONAL CHART

# CYPRESS JUNIOR COLLEGE

# E. DUTIES AND RESPONSIBILITIES OF THE AREA CHAIRMAN

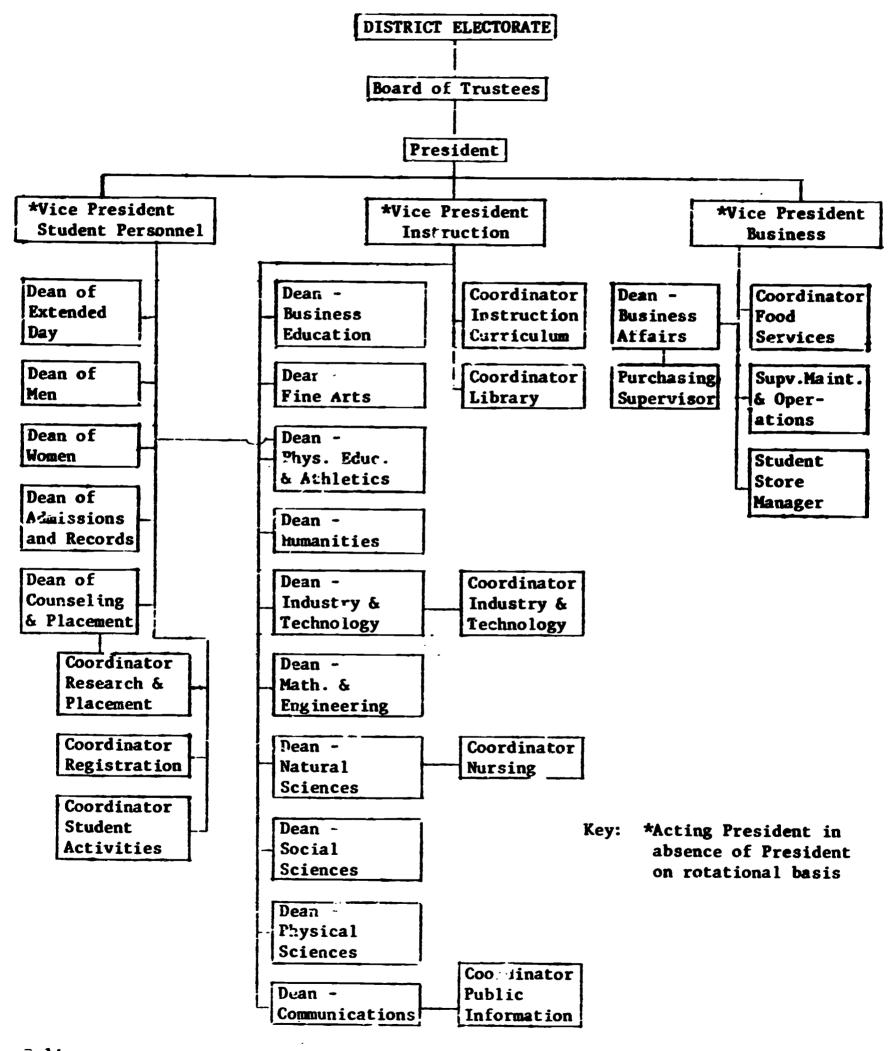
Under the direct supervision of the Dean of Instruction, the Area Chairman performs the following duties:

- 1. Gives general instructional leadership to the area as defined.
- 2. Assists the Dean of Instruction as assigned.
- 3. Recommends to the Dean of Instruction any policies, procedures, and financial or instructional suggestions for the maintenance and improvement of the College program.
- 4. Assists in the evaluation of all full-time and part-time instructors.
- 5. Supervises the Extended Day program of the College and is on duty two evenings a week to give general leadership to the Extended Day program, including discipline, campus security, and routine administrative problems, and has responsibility at this time for action in cases of emergencies.
- 6. Assists the Dean of Instruction with class scheduling, preparation of budget and budget control, textbook selection, preparation of course outlines, and generally cooperating in curriculum development.
- 7. Conducts meetings of the area and/or subject field at least monthly.



# ORGANIZATIONAL CHART (Administration and Supervision)

2310



Policy

Adopted: 10/14/63 Amended: 4/11/66



2120.1

# Deans of Instruction

Each Dean of Instruction, under the gen all direction of the President of the College and the immediate supervision of the Vice President - Instruction, and in accordance with the objectives and philosophy of the College, is responsible for the overall organization, administration, supervision and operation of that portion of the instructional program assigned; accepts all delegated responsibility; and uses intelligence, initiative and leadership in administering the affairs of the Division.

The duties of a Dean of Instruction include:

Communication: Interpretation and application of the policies of the Board of Trustees and administrative rules and regulations; transmission of recommendations and information between staff and administration.

Curriculum and Instruction: Analysis of trends in curricula; development and recommendation of courses and curricula; evaluation of the instructional program and evaluation and recommendation of instructional materials such as course outlines, textbook selection, audio-visual aids and library acquisitions.

Staff: Provision of instructional leadership including in-service education and conference attendance; determination of needs for, recommendation for selection of, supervision and evaluation of certificated and classified staff for the Division. Assignment of certificated staff to classes, office hours, committees and other duties; and assignment of classified staff to work areas, hours and duties.

Budget: Preparation and presentation of the needs of the Division for facilities, supplies and equipment.

Articulation: Coordination of the Division program with other schools in the district, higher educational institutions, business, industry and community organizations.

<u>Division Office</u>: Responsibility for all necessary duties required in the operation of the Division Office including evaluation of student petitions, and liaison between the Division and other offices of the College.

The assignment is for twelve months, including duty on each administrative day of the College calendar, subject to vacation time, sick leave and other benefits approved by the Board. The assignment includes responsibility for the regular day, the extended day program and the summer program. The assignment includes some classroom teaching each year.

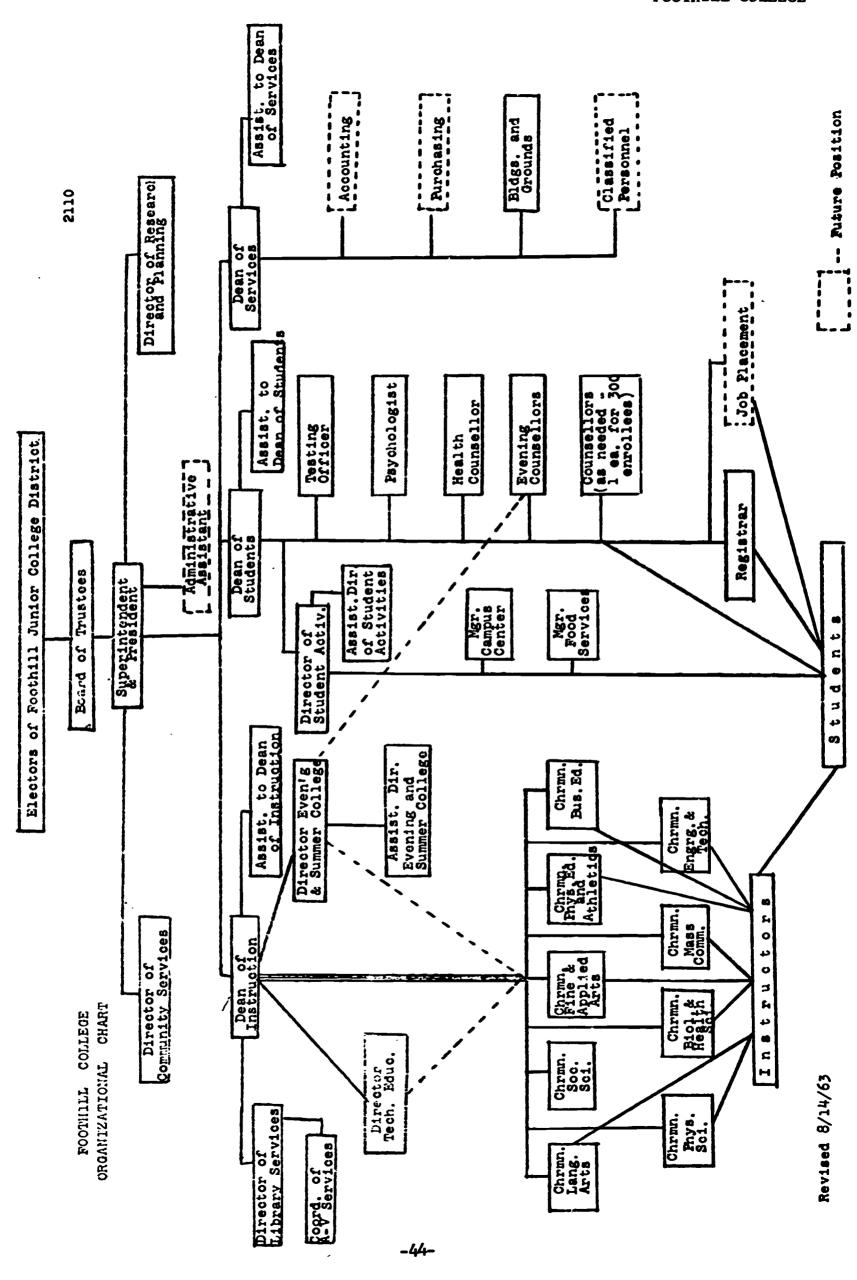
While the administrative credential is preferred, a credential which will qualify the individual for the position will be acceptable.

Policy

\*Adopted: 6/14/49

Amended: 10/14/63, 5/10/65, 7/25/66





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- j. Division Chairmen (Language Arts Division as Example) -
  - (1) Nature of the position:

A Division Chairmanship at Foothill College is an administrative-instructor position on the staff of the Dean of Instruction. Chairmen work with personnel in the Dean of Instruction's Office in the development, supervision, and accordination of programs assigned to the Division, and in promoting the interests of students in the Division.

- (2) Professional requirements:
  - (a) Credentials:

An administrative or supervisory credential is necessar, whenever the amount of administrative work exceeds that of teaching; however, this need not be a limiting factor for an applicant willing to apply himself immediately to the task of obtaining a qualifying credential.

(b) Education and experience:

Education and experience should be of a sufficiently broad background to indicate competency in, and understanding of, both transfer and "terminal" curriculums appropriate to the junior college. In general, these competencies and understandings will be evidenced by:

- 1. A minimum of a Bachelor's Degree with a major that is appropriate to the nature of the curriculums in this Division.
- 2. An advanced degree in a field compatible with the Language Arts Division or in education.
- 3. Meaningful experience in one or more of the areas represented in the Division.
- 4. Administrative and supervisory experience in education or in language arts.
- (3) General responsibilities:

Under the leadership of the Dean of Instruction and in cooperation with the Director of Technical Education and the Evening College Director, Division Chairmen have responsibility for the following:



# (a) Administrative:

- 1. Provide loudership in the formulation, development, and revision of curriculums and course outlines; present division proposals to the Curriculum Committee.
- 2. In close cooperation with the Deam of Instruction and, where appropriate, with the Director of Technical Education and the Director of the Evening College, assume a major role regarding faculty appointments, teaching loads and assignments, classroom visitations, evaluation of instruction, tenure, promotions, and dismissals.
- Coordinate the recommendations of appropriate texts and other teaching materials.
- 4. Certify to the Dean of Instruction, for payroll purposes, attendance of all personnel in the Division, approve faculty requests to be absent from assigned classes, and arrange for substitutes in case of faculty absence.
- 5. Represent the members of the Division in an administrative capacity.
- Edit and justify budget requests of individual faculty members; formulate annual Division budget requests for teaching services, instructional supplies, clerical assistance, operation and maintenance, equipment, library resources, audio-visual aids, and travel.
- 7. Regulate expenditures within approved Division budgets by preparation of purchase requisitions and adjustment of funds within the Division.
- 2. Assume responsibility for providing within the Division an esprit de corps among the students of the Division through such means as meeting with majors, students' activities related to the major, interest in individual student's aspirations and goals, awards for outstanding majors, etc.

# (b) Coordinating:

 Kuep the staff of the Division advised on college and divisional procedures and regulations.



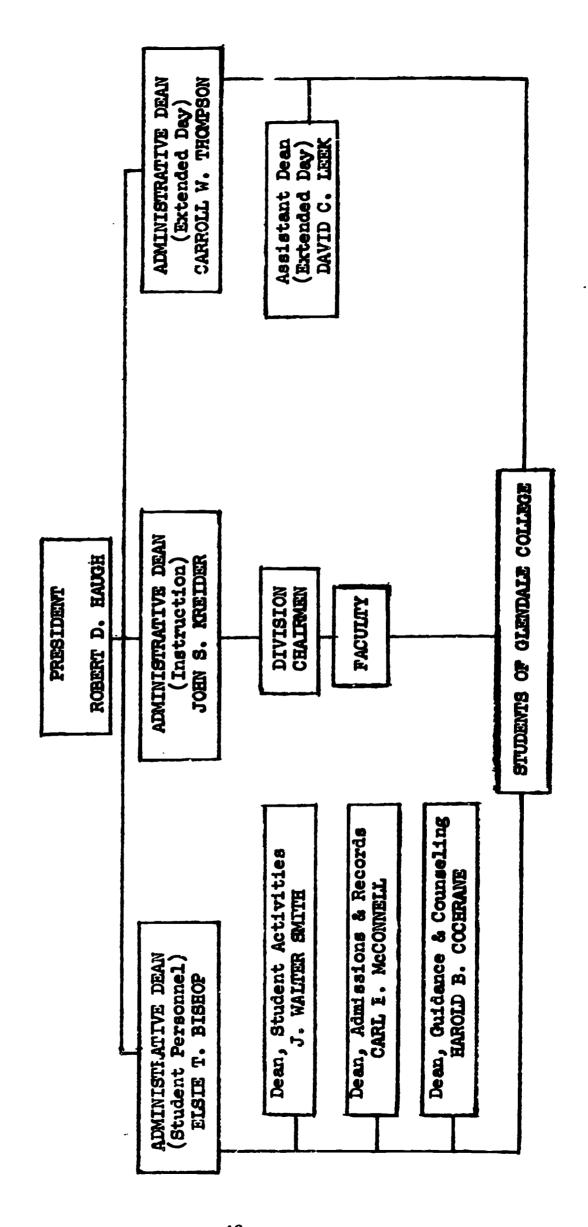
- 2. Coordinate the day and evening educational programs offered by the Division including the service and general education courses for students whose major lies in another division.
- 3. Coordinate activities within the Division in regard to exhibits, bulletins, insuractional facilities including the foreign language laboratory, relation to other divisions, and public relations.
- 4. Work with counseling staff.
- (4) Specific duties and responsibilities (Language Arts Division):
  - (a) Provide leadership in direct cooperation with the Dean of Instruction in transfer programs and through the Director of Technical Education in terminal programs in such areas as:
    - 1. English composition and literature
    - 2. Foreign languages
    - 3. Speach
    - 4. Reading improvement
  - (b) Instigate and carry out liaison activities when authorized by the Dean of Instruction or the Director of Technical Education with such individuals, agencies, and groups as:
    - 1. Advisory committees (local and area)
    - 2. English, speech, reading, and foreign language departments of institutions of higher education.
    - 2. Appropriate professional societies and governmental agencies
    - 4. High school counselors and language arts teachers



# ADMINISTRATIVE CHART

# GLENDALE COLLEGE

Shown below is a chart of the administrative organization at Glendale College.

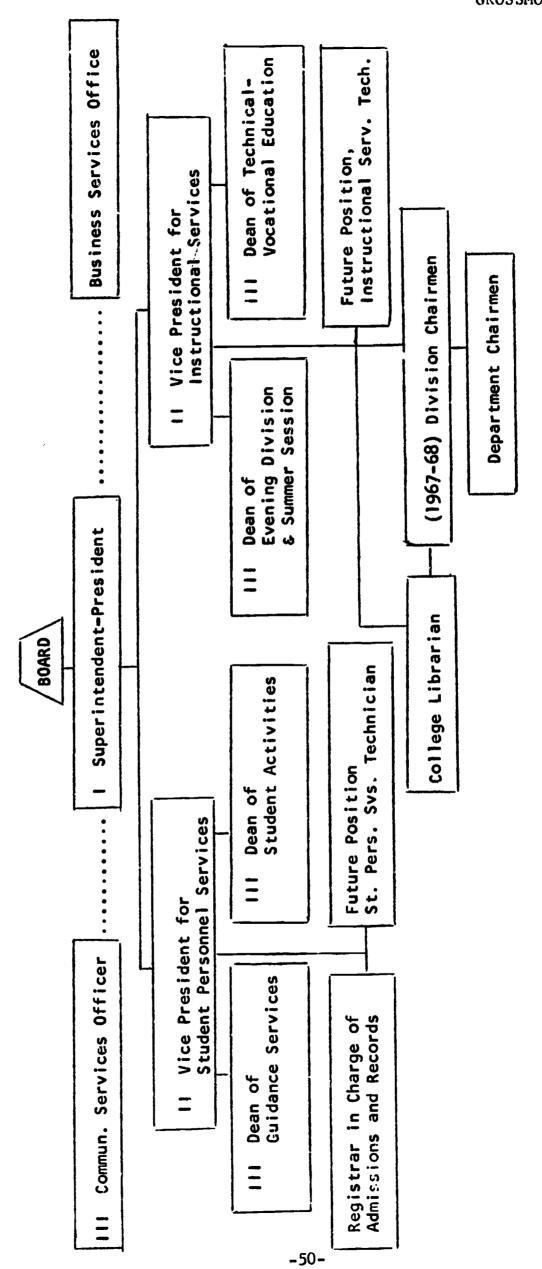


- Duties and Responsibilities of Division Chairmen. The Division Chairman is the representative of the members of the division and serves on the Curriculum and Advisory Committee. In cooperation with members of the division and with the administration, he has the following duties and responsibilities:
  - A. Appoint departmental committees
  - B. Make and submit the Schedule of Classes to the Dean of Admissions and Records for inclusion in the master schedule.
  - C. Make recommendations to the President and the Administrative Dean of Instruction regarding (a) the selection of new teachers,
    (b) teaching assignments of the respective departmental faculties,
    (c) rating of probationary teachers
  - D. Provide that a teacher be present for all classes (secure a substitute if necessary)
  - E. Make recommendations to the Curriculum and Advisory Committee regarding changes in existing courses of study, the deletion of old courses, or the addition of new ones
  - F. Make recommendations to the Curriculum and Advisory Committee for development and maintenance of sequences of courses within the respective department
  - G. Approve exceptions which seem necessary and desirable involving students working through sequences of courses (recommendation to come from counselor)
  - H. Make recommendations to the Curriculum and Advisory Committee regarding prerequisites of courses
  - I. Hold departmental faculty meetings as needed
  - J. Administer a program of professional growth within the department and provide professional leadership, including the promotion of such in-service educational activities of faculty such as inservice institutes, convention attendance, visitations to other colleges and to business and industrial plants
  - K. Prepare a departmental budget and submit to the Administrative Dean of Instruction.
  - L. Submit to the Administrative Dean of Instruction requisitions for supplies and equipment and confer with him regarding them.
  - M. Arrange for a ready and pleasant introduction of new faculty members to the department, the College, and the community
  - N. Make recommendations to the Administrative Dean of Instruction for textbook adoptions
  - O. Become familiar with the quality of instruction being given by all teachers within the department and, through approved supervisory procedures, aid the teachers in the improvement of instruction
  - P. Interpret policies of the College to the members of the department
  - Q. Cooperate with the President in carrying out within the respective departments the general policies of the College



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ADMINISTRATIVE STRUCTURE FOR GROSSMONT COLLEGE Proposed for consideration by the Administrative Structure Study Committee



NOTE: 1, 11, 111 = indicative of the three levels of administrative positions requiring administrative credentials.



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# 11. RESPONSIBILITIES OF OTHER MEMBERS OF THE PROFESSIONAL STAFF

# A. <u>Department Chairmen</u>

- 1. The department chairmen will advise and assist the Superintendent-President and the Vice President for Instructional Services in the following tasks:
  - a. Determination of the courses, the instructors to teach them and the number of sections to be presented in any given semester.
  - b. Preparation of the preliminary budget and arbitration of compromises on the allocation of limited funds.
  - c. Periodic review of criteria of instructor evaluation.
  - d. Appraisal of prospective staff members within the chairman's instructional area for both the Day and Evening Divisions.
  - e. Examination of general format and specific adequacy of course outlines.
  - f. Provision of aid to instructors in order to improve instruction. Coordination of the participation of departmental staff in intradepartmental activities and responsibilities.
  - g. Recommendations of research on efficacy of the instructional program and review of research findings for implications to curriculum and instruction.
  - h. Lead departmental re-appraisal of the curricular offerings within the subject area and formulate proposals for submission to the Curriculum and Instruction Committee.
  - i. Provision of leadership in the development of the textual and audio-visual library for the department.
  - j. Administration of a sound substitution system whereby any loss in the instructional hour due to absence will be minimized.
  - k. Reduction of personnel problems within the department and the provision of arbitration services when they do occur.
  - 1. Coordination of all aspects of instruction with the corresponding departments within the district high schools. Development of liaison with colleagues in the state colleges and universities to avoid friction but at the same time to prevent violation of the objectives of the junior college.
  - m. Participation in a public relations program that would foster the community college concept and tie the citizenry to Grossmont College with the strong bonds of identification.

GROSSMONT COLLEGE DRIVE 8800 GROSSMONT COLLEGE DRIVE EL CAJON, CALIFORNIA, 92020

- 2. Criteria for selection of department chairmen:
  - a. Should be tenured.
  - b. Must have appropriate academic preparation with the Master's Degree normally considered as a minimal qualification.
  - c. Capability of reasonableness and objectivity in dealings with others, including other members of his department, administrators, students, and the general public. Not to be overlooked here is the importance of maintaining good relations with his colleagues in high schools of the district and with colleagues of institutions to which our students transfer.
  - d. Has demonstrated organizational ability.
  - e. Has the ability and willingness to present department needs and objectives, combined with a broadness of point of view in respect to the total college program.

# 3. Appointment Procedures

- a. The administration will nominate with the approval of the nominees at least one candidate from each department for the position of department chairman.
- b. Confirmation of department chairman will occur each May and when a vacancy occurs.
- c. The administration is required to submit with each nomination a list of the qualifications of the nominee.
- d. A secret ballot confirmation will be handled by the administration and certified by the President of the Faculty Senate. A simple majority of department members is required to confirm the department chairman. Results of the confirmation, including vote count, will be announced to the department in written form.
- e. All members of the department who are members of the Faculty Senate are eligible to vote including those faculty members on sabbatical leave.
- f. In the event that a candidate does not receive a majority, the administration must present a new nominee to the department.

# 4. Compensation by released time

- a. Department chairmen will be released the equivalent of three lecture hours each semester if the full-time equivalent department members total six or more.
- b. Department chairmen will be released the equivalent of three lecture hours in the spring semester if the full-time equivalent department members total three to six.



# GROSSMONT COLLEGE

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- c. No formal arrangement for released time will be obtained in those departments with less than three full-time equivalent instructors.
- 5. Department chairmen for the academic year 1966-67

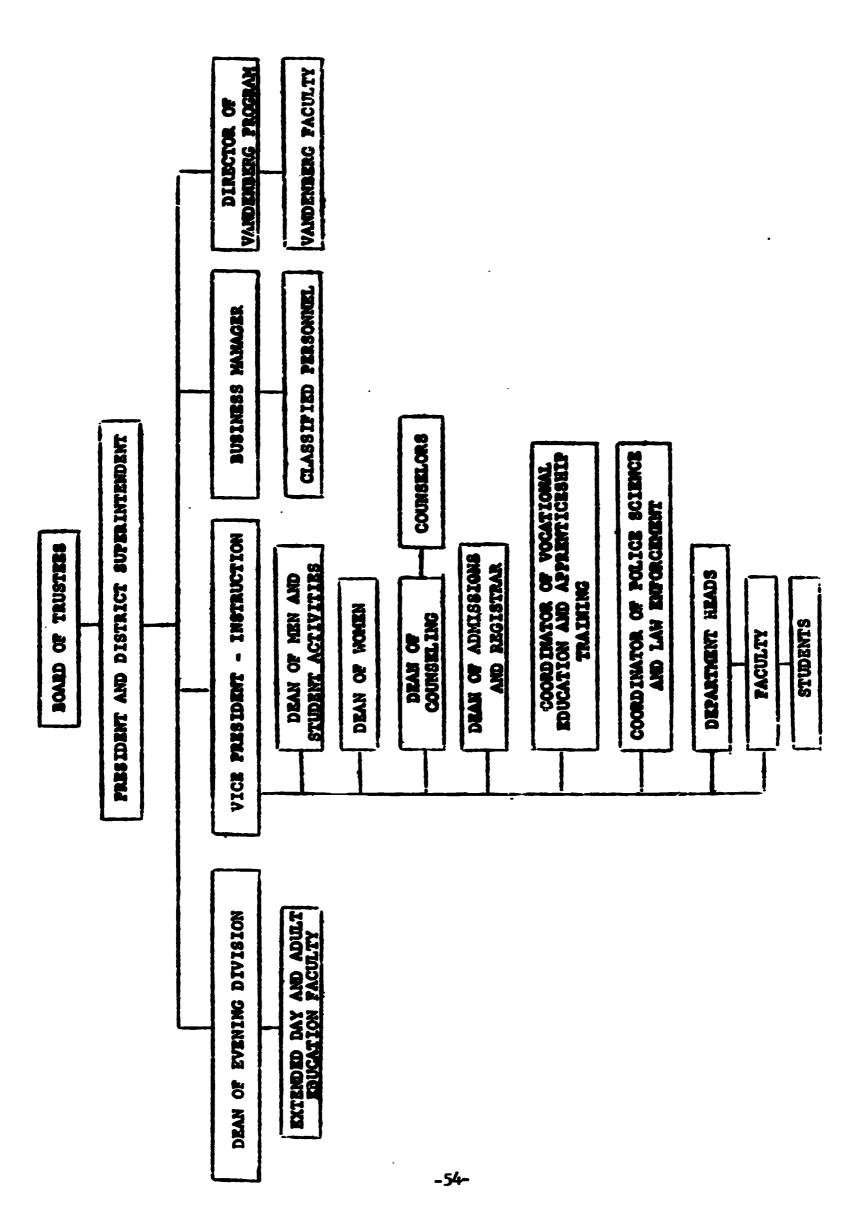
Behavioral Science and Philosophy Biological Science Business and Economics English and Journalism Foreign Language **Guidance** Library Services Music Physical Education and Health Education Physical Science and Mathematics Social Science Speech Technical-Vocational

Miss Marjoria Hyde Mr. Lee Roper

Mr. Jack Wilton
Mr. Donald Anderson
Mr. Martin Gerrish
Mr. Ray Reynolds
Mr. George Washington
Mr. Lawrence Woodward
Mr. Thomas Hepp
Mr. Carroll Reed
Mr. William Gillespie

Mr. Ray Resler

Mr. Thomas Ruth Mr. Jack McAuley Mr. C. Allen Paul



# Department Chairmen

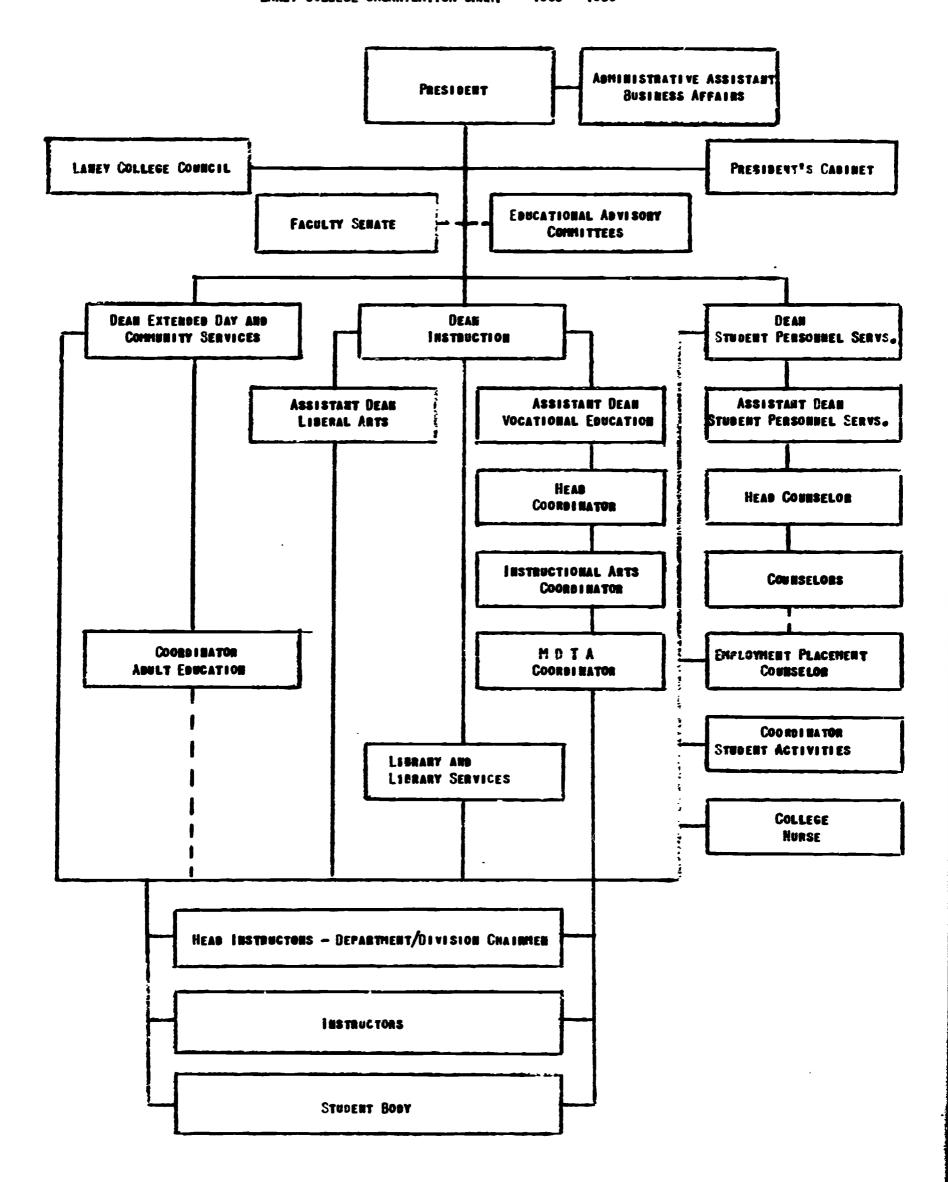
Two years ago department chairmen were designated. They received extra compensation for their services which consisted of making the departmental budget, determining class offerings for the semester, and holding departmental meetings.

This current year, in larger departments, the department head has been given released time which permits the individual to teach a 4/5 load rather than a 5/5. It is expected that a certain amount of supervision will be provided by all department heads but in such a manner that it is informal as compared to supervision done by the administration.

Department heads are involved in the selection of new staff, and department heads do assume responsibility in the recommending of staff for re-employment.

9/19/66





## 226.4 Division Chairman

It is anticipated that no division chairman will be designated for the academic year 1965-1966. It is expected, however, that growth of Laney College will create in the near future conditions requiring the selection and regular assignment of division chairmen, supplementing the present reliance on departmental organization with assigned departmental chairmen.

Such conditions will become evident with emergence of larger instructional units involving assignment of six or more certificated instructors on regular contract status, more often than not including instructors on multiple disciplines or vocational areas. Duties and responsibilities of the division chairman are expected to closely parallel those now assigned to departmental chairmen, excepting that they may require more time and effort because of increased size and complexity of the operational unit involved. For this reason, it is hopefully expected that release time in approximation of 0.4 of the normal teaching load may be provided for performance of divisional responsibilities. Clarification of details relating to qualifications, selection, assignment term and other factors of this functional operation must await further study and agreements between administration and faculty.

# 226.5 Departmental Chairman

Each instructional department, with four to six regular instructors on contract assignment in a single discipline or vocational area, may annually elect one of its permanent staff to serve as department chairman for the academic year. The election shall occur as early in the semester as possible, preferably within the two weeks following the start of classes, and the results of the election will be made known to the dean of instruction. Should the department prefer not to elect its chairman, or should it be unable to agree on the selection of its chairman, the dean of instruction may recommend a candidate to be appointed by the president after the second week of classes. Normally, the chairmanship will rotate among the permanent staff annually and two consecutive years of service will be regarded as maximum unless a request for exception to the rule shall be approved by the Laney College Council. Service as departmental chairman may not be compensated by extra remuneration under current provisions of the Board Policy Manual. Compensation in the form of release time for departmental duties will be instituted as quickly as budget provisions will permit.

The Departmental Chairman is responsible to the Dean of Instruction or the designated Assistant Dean for performance of the following duties:

- 1. Serves as chairman of departmental meetings of regular staff.
- 2. Recommends the assignment of instructors within the department and prepares a preliminary master schedule of classes.



# 226.5 Departmental Chairman (Cont.)

- 3. Gives leadership to preparation of departmental recommendations for curriculum development, evaluation of instruction and catalog materials.
- 4. Reviews with instructors annually admission prerequisites for entry to courses or curricula.
- 5. Prepares department recommendations on staff additions, textbook selections, library material and so forth.
- 6. Consolidates and submits departmental preliminary budget requests for instructional supplies, equipment, alterations to buildings and so forth.
- 7. Assists with recruitment, selection and evaluation of certificated staff.
- 8. Provides leadership to intradepartmental problems of articulation of course offerings and curriculum development.
- 9. Communicates the consensus of departmental staff regarding suggestions, requests or recommendations to the dean of instruction or his designate.
- 10. Performs such other departmental duties as may be required.

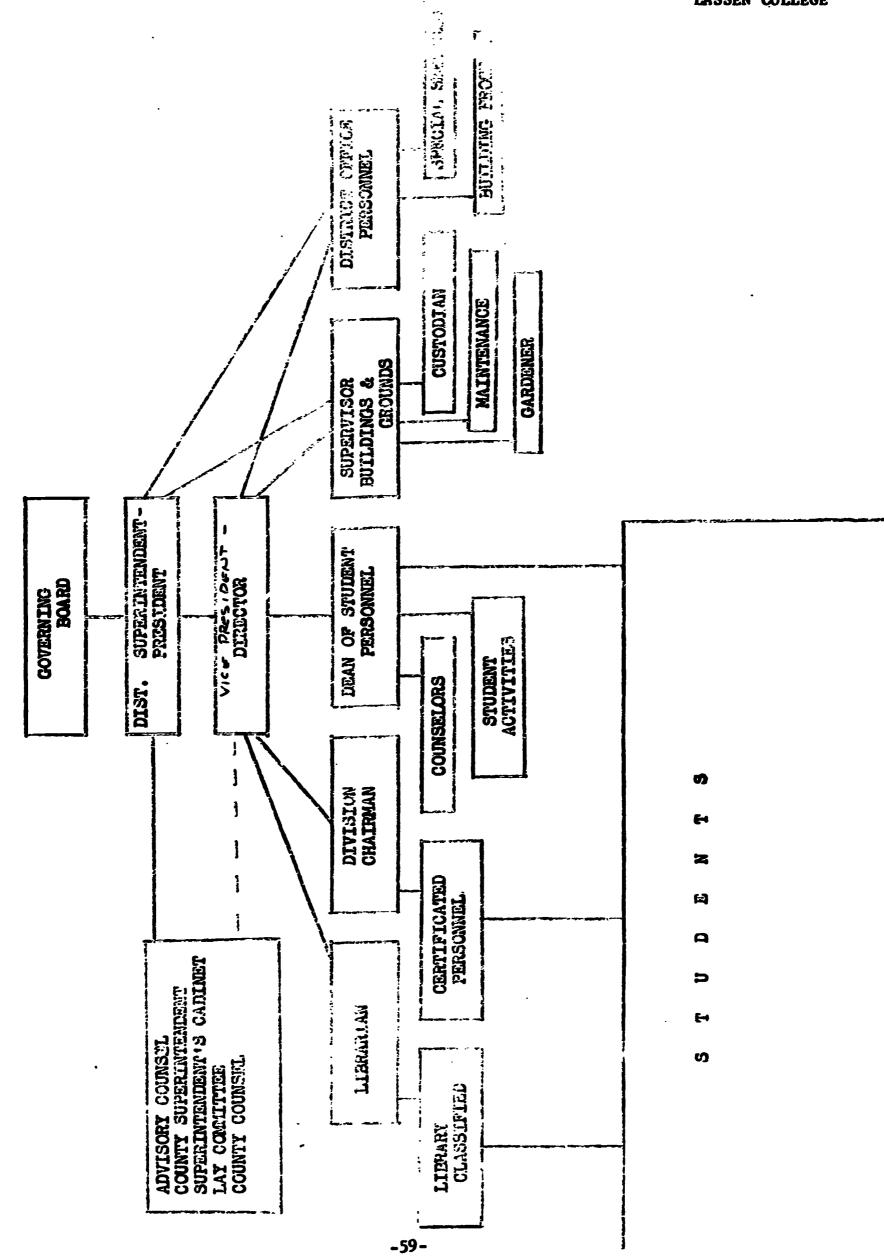
# 226.6 Head Instructor

Usually appointed on an annual basis by the president, acting on the recommendation of the dean of instruction, the head instructor provides desirable leadership in a single discipline or vocational area with two to four instructors on a regular contract status. No release time is provided for the performance of normal instructional area duties.

The Head Instructor is responsible to the Dean of Instruction or his designated representative for the performance of the following duties:

- 1. Serves as chairman of inscructional area meetings and is assisted by a coordinator, if one is assigned, who acts as a consistent.
- 2. Representing the consensus of the certificated staff, prepares recommendations for the improvement of instruction and curriculum development.
- 3. Provides leadership to operations of the instructional program.
- 4. Consolidates preliminary budget requests for annual supplies, equipment, and instructional materials for transmittal to the dean of instruction.
- 5. Assists, as requested, in the selection, assignment and evaluation of certificated staff within the instructional area.
- 6. Assists in the recruitment, selection and advisement of students.
- 7. Performs such other duties in the area as may be required.





# DIVISION CHAIRMAN

The purpose of Division Chairmen is to strengthen the efficiency and create a more effective environment for the operation of Lassen College. Lassen College has three Division Chairmen at this time. The Divisions and areas of instruction are:

- A. Mathematics and Science
  - 1. Mathematics
  - 2. Engineering
  - 3. Physical Science
  - 4. Life Science
- B. Liberal Arts
  - 1. Social Sciences
  - 2. English and Related subjects
  - 3. Health and Physical Education
  - 4. Art-Music
  - 5. Psychology-Philosophy
  - 6. Foreign Languages
- C. Vocational
  - 1. Business
  - 2. Gunsmithing
  - 3. Forestry
  - 4. Agriculture

The general duties of a Division Chairman are:

To disseminate, gather, coordinate, and implement information, policies, and regulations between the instructors in the division and the administrative unit.

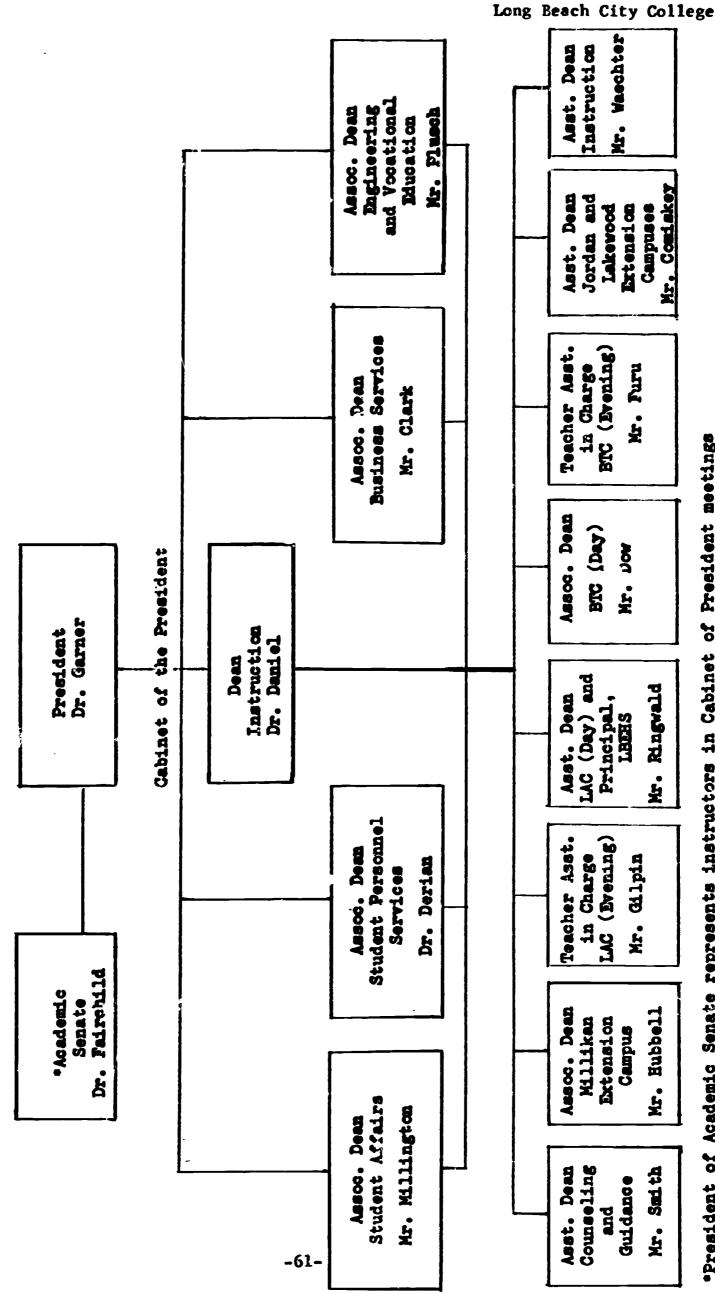
The specific duties and responsibilities include:

- A. Check annual budget requests from instructors of his division.
- B. Make recommendations as to the budget needs for the following year.
- C. Make recommendations for the purchase of library books and periodicals.
- D. Make recommendations for the preparation of class scheduling, final examinations schedule, teacher assignments, and teacher load.
- E. Hold group or individual meetings with instructors assigned to the division. To implement A, B, and C.
- F. Make recommendations as to curriculum, and college and district policy changes.
- G. To assist the individual instructors in the formulating and writing of projects under N.D.E.A. or 88-210 for U.S. government assistance in getting needed equipment.
- H. To attend all Division Chairman meetings called by the Director.
- I. A Division Chairman will be called on to make recommendations in teacher evaluations and for teacher retention or dismissal.
- J. To assist instructors in the Division in the revision or creation of course outline when necessary.
- K. Assist the instructors of the division in the completion of inventories of equipment and to check inventories.
- L. To carry out any other tasks or projects assigned by the administration that require the services of the division chairman.



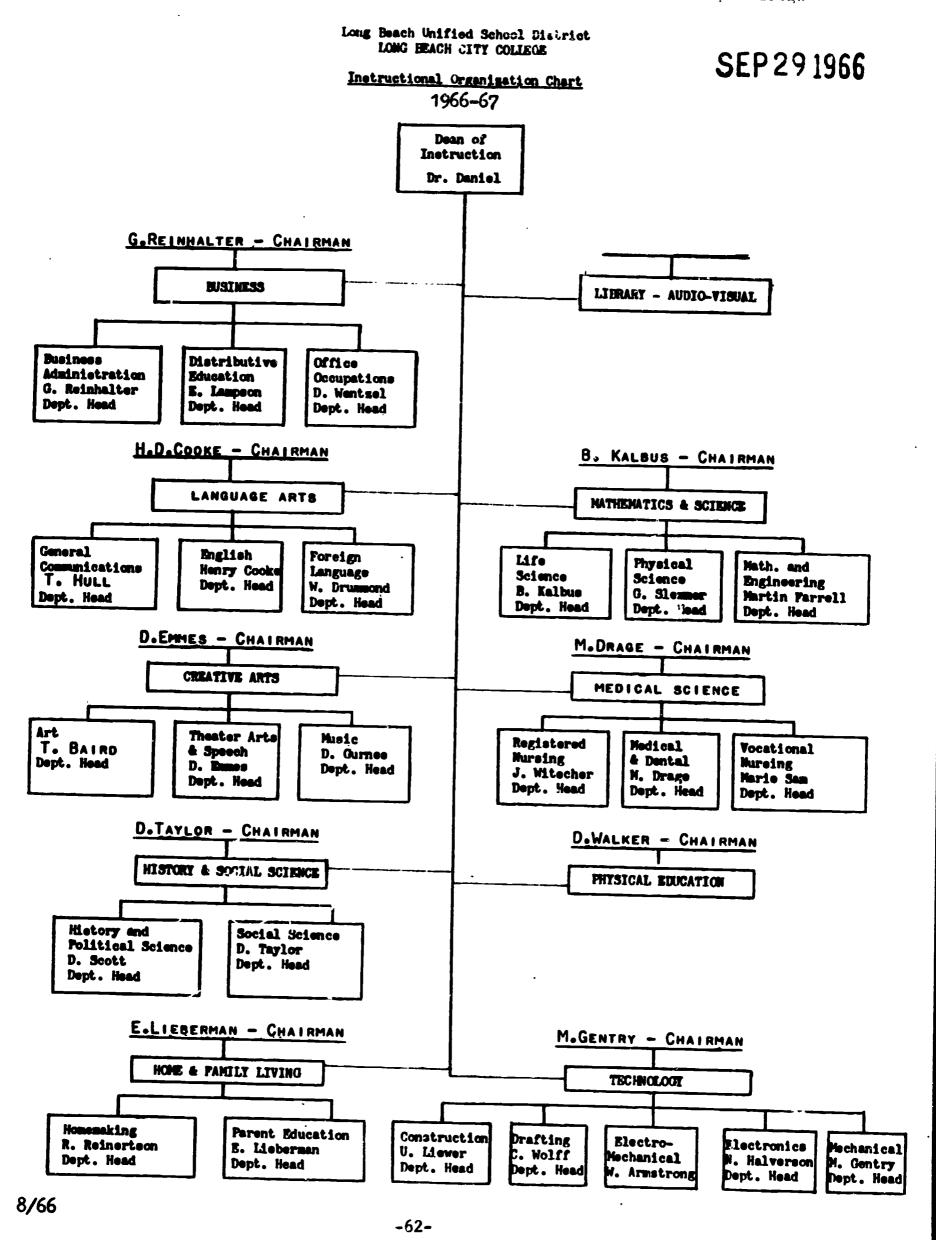
Long Beach Unified School District LONG BEACH CITY COLLEGE

1966-67 Organisation Chart



formation Department Head, Mr. Drury, attends staff meetings when requested.) Academic Senate represents instructors in Cabinet of President meetings i by the Academic Senate or the administration. when requested (The Public In \*President of

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# DUTIES OF DEPARTMENT HEAD

The department head shall be responsible for the instructional program of his department, regardless of the location of classes. He shall cooperate with all members of his department and his recommendations to the dean of instruction shall reflect the majority opinion. A department head shall perform the following duties:

- 1. Recommend to the dean of instruction texts and other instructional materials.
- 2. Recommend to the dean of business services the annual departmental budget facilities, equipment, materials, and supplies; anticipate and initiate requisitions for supplies; maintain annual inventory of department equipment and supplies.
- 3. Maintain an active role in the development and upgrading of the instructional program of his department new courses, revision of existing offerings, updating of course outlines, and catalog materials.
- 4. Submit recommendations regarding the best utilization of staff teaching load, teaching assignments, and class size.
- 5. Recommend the fall, spring, and summer session departmental schedule of classes for all locations.
- 6. Advise the dean of student personnel services of needed guidance services related to departmental offerings and requirements at all universities and colleges to which our students transfer.
- 7. Organize and implement the testing and screening procedures for placement of students at proper levels in subject fields.
- 8. Meet bimonthly, and as needed, with members of his department and the dean of instruction to discuss, plan, and develop the instructional program of the college.
- 9. Assist the dean of instruction in the selection of personnel for the departmental staff, day and evening.
- 10. Attend meetings of department heads called by the dean of instruction.





# DUTIES OF DIVISION CHAIRMAN

A division chairman shall perform the following duties:

- 1. Meet regularly with the dean of instruction to evaluate the academic program of the college and to formulate plans for its improvement.
- 2. Coordinate the activities of the department heads within his division.
- 3. Coordinate the offerings within his division and the scheduling of staff assignments in more than one department.
- 4. Enter into budget problems of the division only when requested by the dean of business services, the dean of instruction, or the department heads.
- 5. Appoint a counittee to evaluate the academic program of his division and recommend changes in curriculum to the College Counittee on Curriculum and Instruction (to replace former instructional area committees).
- 6. Coordinate and submit to the dean of instruction all materials from his division to be considered by the College Committee on Curriculum and Instruction.
- 7. Be available for consultations with the various advisory committees that are part of the activities of his division.





East Los Angeles College

### DUTY STATEMENT

# DEPARTMENT CHAIRCEN

The department chairmen represents his department in matters relating to all administrative offices of the college.

# I. Responsibility of Department Chairmen to the Dean of Educational Services

- 1. Prepares requests for department supplies—non consummables and equipment.
- Is responsible to the Dean for safety and security of educational equipment in laboratories and preparation rooms in special-use teaching stations.
- 3. Is responsible for safety instruction covering use of tools and machines as well as equipment used by the department.

# II. Responsibility to the Dean of Students

- 1. Participates in the selection and approval of those students eligible for department honors, scholarships, and grants-in-
- 2. Refers students requiring help with health problems to the Dean of Students.

# III. Responsibility to the Dean of Admissions and Guidance

- 1. Encourages students who need guidance to contact the counselors office.
- 2. Works closely with the Dean and with the counselors in course advising of students.
- 3. Prepares and submits such summary reports as are required by the office of admissions.

# IV. Responsibility to the Deen of Instruction

- 1. Submits proposed department schedule of classes.
- 2. Prepares course outlines of departmental offerings, and modifies and amends these outlines as course offerings change.
- 3. Submits recommendations of the department for additional courses, deletions of courses, and major modifications of course content.
- 4. Work with the Dean to schedule course offerings with other departments and for the benefit of student programs
- 5. Presents departmental recommendations for choice of official textbooks in all courses offered.
- 6. Attends meetings of department heads and chairmen, and conveys information to members of his department. He, likewise, represents his department's opinion to other departments and to the administration



### DUTY STATEOPHY

# DEPARTMENT CHAIRMEN (cont.)

# IV. Responsibility to the Dean of Instruction (cont.)

- 7. Is responsible for the orientation of new members of his department.
- 8. Participates in the interviews for the selection of new instructors in his department.
- 9 Prepares and submits performance ratings of substitutes and probationary instructors.
- 10. Represents the department in official meetings called by the district and reports to the dean and to members of the department.
- 11. Supervises instruction in all courses offered by the departs ment.
- 12. Participates in the compilation of materials used in the organized classroom teaching report.
- 13. Requests library and audio-visual acquisitions suggested by teaching staff and transmits these requests to the Dean who is Chairman of the Library Committee.

# V. Responsibility to the Deen of Evening Division

- 1. Recommends departmental offerings for the Evening Division schedule.
- 2. Participates in the supervision of Evening Division class offerings, to insure uniformity of level of instruction and course content.
- 3. Recommends selection and retention of part-time instructors in the department.



CRGANIZATION CHART LOS ANGELES CITY COLLEGE

	DEAN STUDENT PERSONNEL SERVICES ASS'T DEANS	BOOKSTORE BUSINESS OFFICE COLLEGE PRESS CUSTODIAN 1. ASSOCIATED STUDENT FUNDS 2. BOARD FUNDS 3. TRUST FUNDS
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JLY 1965

### LOS ANGELES CITY COLLEGE

### DUTIES OF DEPARTMENT CHAIRMAN

### 1 TEACHING

The chairman serves as a member of the teaching faculty.

### 11 CURPICULU!

The chairman has the responsibility of developing new curricula, new courses, and coordinating the selection of textbooks and instructional raterials with the assistance of the faculty.

### 111 INSTRUCTION

The chairman prepares the schedule of classes and instructor assignments. He is also responsible for the coordination of the instructional program.

### IV PERSONNEL ADMINISTRATION

The chairman assists in the selection and evaluation of new faculty and other personnel matters.

### V SUPPLIES AND EQUIPMENT

The chairman with the assistance of the faculty prepares required budgets for equipment and supplies. The chairman is also responsible for the security of all equipment and the maintenance of periodic inventories.

### VI CTHEP DUTIES

The chairman is responsible for such other duties as may be assigned.

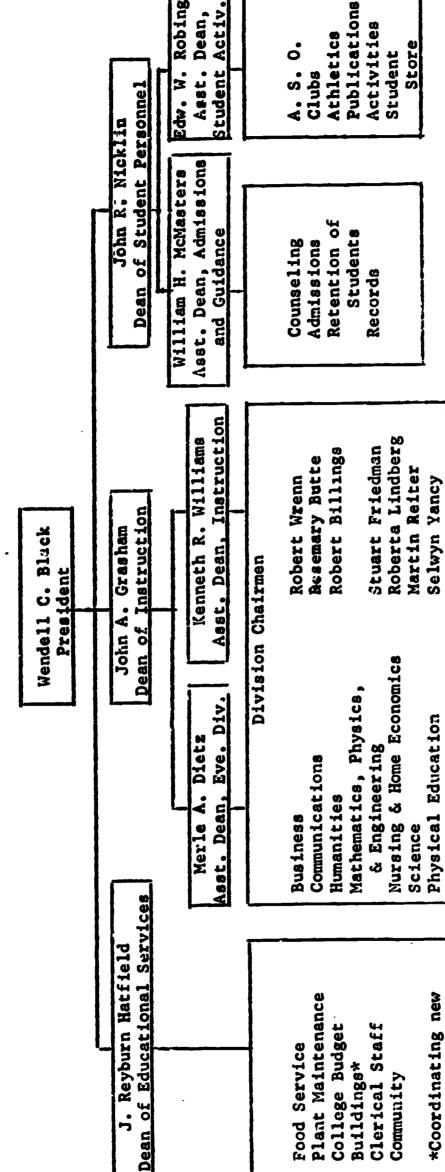
Office of Instruction 3/21/66

## LOS ANGELES HARBOR COLLEGE

### ORGANIZATION CHART

1966

FALL



Robings

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Instructors

Nicholas Zorotovich

Social Science

construction

,000

building c

-69-

Technology

George Raincy

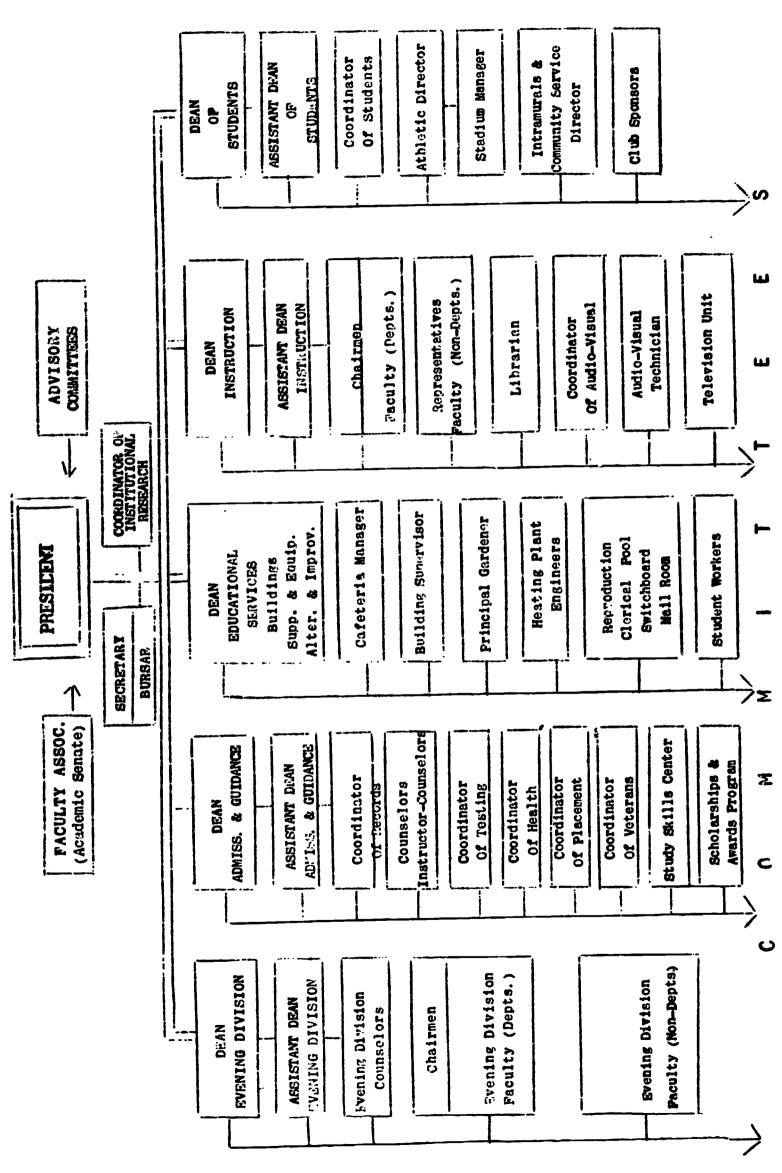
Wendell C. Black Approved:

Los Angeles Harbor Junior College Special Faculty Bulletin, Vol. XX, No. 28 May 8, 1959 - Page 2

### DUTIES OF DIVISION CHAIRMEN

- 1. Assists in development of curriculum as a member of the Curriculum and Instruction Committee.
- 2. Prepares division schedule of classes.
- 3. Acts as liaison between the administrator and the instructor, and between the student and the instructor.
- 4. Assists in the recruitment and selection of teachers.
- 5. Assists in apportioning supply and equipment money.
- 6. Supervises and evaluates instruction.
- 7. Assists the administration in the development of college policies in his capacity as a member of the Administrative Council.
- 8. Prepares catalog materials.
- 9. Initiates and processes alterations and improvements, maintenance, and repair and replacement requests.
- 10. Informs the administration of instructor needs.
- 11. Plans covering of classes in absence of instructor(s).
- 12. Prepares division and instructors reports.
- 13. Assists in the selection of textbooks, recommends their final approval, and orders them.
- 14. Promotes and assists in the organization of advisory committees.
- 15. Orients substitute instructor(s) in absence of regular instructor(s).
- 16. Holds division meetings.
- 17. Makes certain that course outlines and library reading lists are prepared by all instructors in the division.
- 18. Processes equipment and supplies and audio-visual requests for members of the department.
- 19. Represents the college and the division at local and area meetings.
- 20. Takes responsibility for the maintenance of grounds and plant.
  - 21. "Arbitrates" disputes within the division.
  - 22. Coordinates examination materials within the division.
  - 23. Promotes ordering and use of library materials.
  - 24. Organizes and supervises In-Service training and institute programs.





9961

SEPTEMBER

VALLEY COLLEGE,

ORGANIZATION LOS ANGELES

INTERNAL

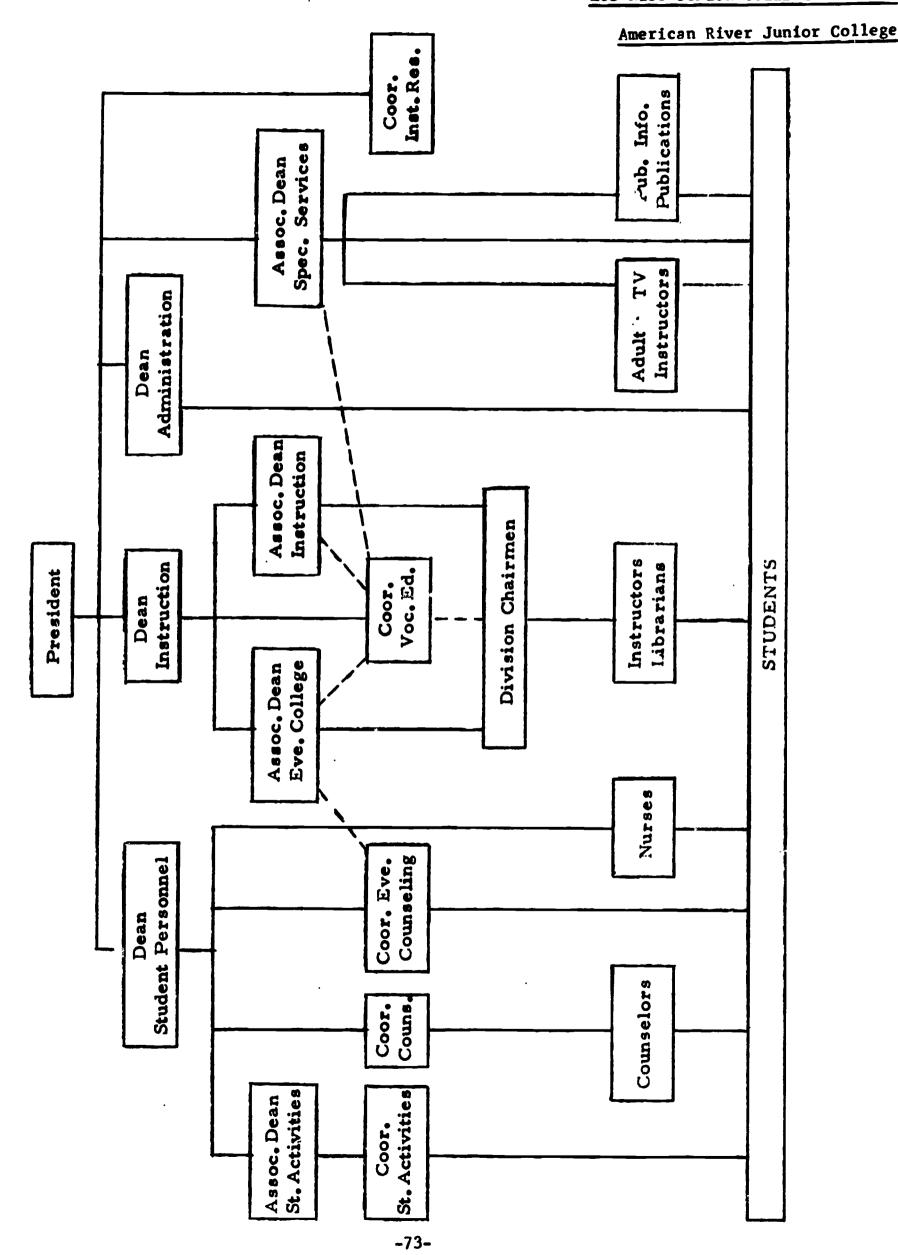
### g. Responsibilities of Department Chairmen and Representatives.

The department chairman, under the direction of the President or his designated representative, acts as chairman of the instructora in the department and assists the administrative staff by performing the following duties:

- 1) Serves as an instructor.
- 2) Reports to the respective Deans the concensus of the department relative to class schedules for each member, office assignments and room schedules for all classes offered by the department, day and evening. He gives technical advice relative to the competence of the instructors in the department to teach particular courses, and he is responsible for the supervision of instruction and the administration of standards.
- 3) Conducts departmental studies, as needed, on matters concerned with scholarship standards, final examinations, grade distribution, and related items.
- 4) Assists in coordinating a study schedule for each major field offered by the department so that students in these major fields will not have conflicts in their study programs.
- 5) Works with the Dean of Instruction for the growth, improvement, and expansion of curricula to better prepare students for employment.
- 6) Informs instructors of the changing requirements of universities to which students matriculate, and recommends modifications of the courses which parallel university offerings.
- 7) Acts as liaison between administrators and instructors within the department in such matters as instructor's examinations, preparation of specifications for instructor's examinations, and in-service training activities.
- 8) Aids instructors in preparation of syllabi, in textbook selection, preparation of the use of audiovisual aids.
- 9) Represents the President's office in insuring that all instructors in the department who are teaching the same subjects use approved textbooks and materials and cover equivalent course content during a given period of time.
- 10) Introduces new instructors to their duties and responsibilities, interprets the functions of the institution as a community college for (1) preprofessional curricula, (2) semiprofessional curricula, (3) extra class activities as a part of the educational experiences of the student.
- 11) Works with the counseling staff in determining departmental curriculum for the College catalog.
- 12) Assumes responsibility for the selection, ordering, and care of the necessary supplies and equipment.
- Performs related duties as required.



### LOS RIOS JUNIOR COLLEGE DISTRICT





AMERICAN RIVER JUNIOR COLLEGE

### Division Chairman

- 1. Recommend to dean of instruction staff changes and additions within the division.
- 2. Cooperate with dean of instruction in recommending curricular changes and revisions.
- 3. Recommend to dean of administration the purchase of supplies and equipment for the division.
- 4. Review and approve budget requests and purchase requests of instructors within the division.
- 5. Work with associate dean of instruction in supervision and evaluation of instruction, and in programs directed toward improvement of instruction.
- 6. Promote, organize, develop, coordinate, evaluate and recommend revisions in the instructional program of the division.
- 7. Assist in selection of new faculty members and make recommendations for recruitment of instructors to dean of instruction.
- E. Assist in selection of probationary instructors to be granted tenure.
- 9. Make recommendations concerning instructor and room assignments, and assist the associate dean of instruction in developing the schedule of classes.
- 10. Consult with campus director of library services on ordering books, periodicals, and records; preparation of lists of titles for reserve circulation; and audio-visual supplies for the division.
- 11. Teach assigned classes and maintain office hours.
- 12. Facilitate liaison between division members and instructors in similar subject matter fields in district high schools and neighboring colleges.
- 13. Assume responsibility for periodically reviewing and evaluating the professional progress of members of the division.
- 14. Meet with evening instructors who teach courses that are also offered in the day division, and make recommendations directed at having evening courses correspond in content and instruction to comparable day classes.
- 15. Assume special responsibilities on assignment.



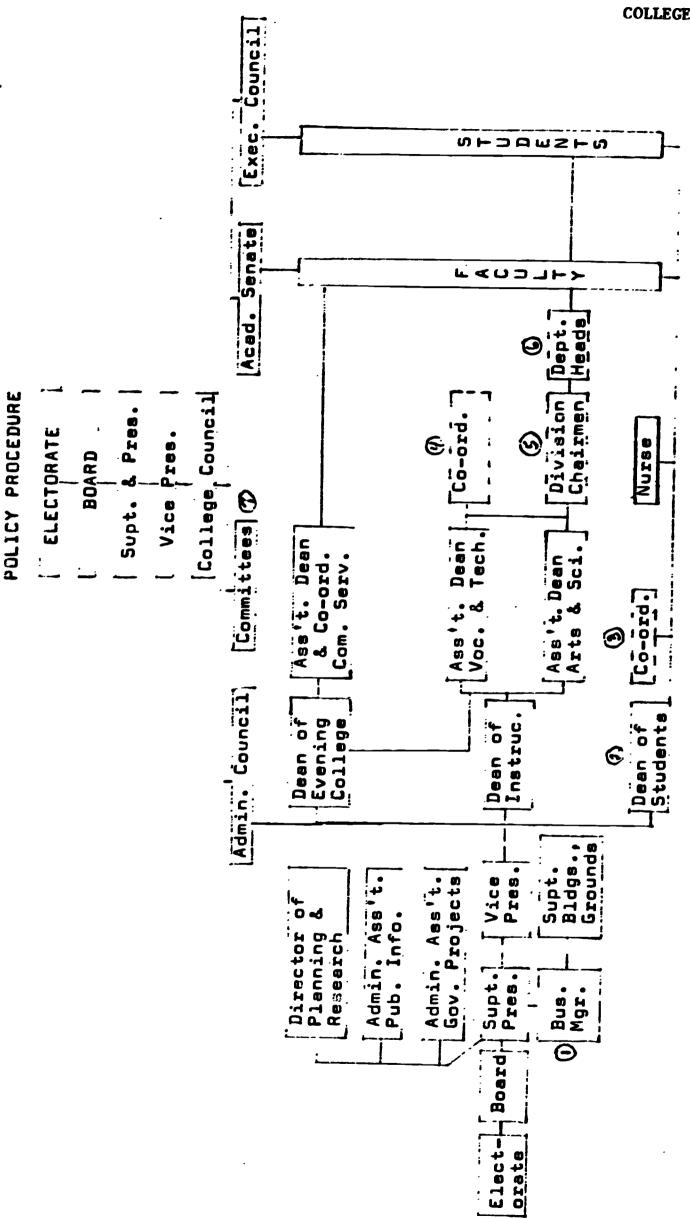
Student. Personnel Services Coordinator, Admissions and Records Associate Dean, Student Activities Advisor, Student Activities Counselor of Financial Aids Coordinator of Counseling Employment Services Administrative Council Public Information Health Services Community Service Counselors Dean of Associate Dean, Occupational Educ. Coordinator, Eve. Instruction Audio Visual and Library Services Division & Department Chairmen Division & Department Chairmen Associate Dean, Extended Day and Associate Dean, Liberal Arts Dean of Instruction Instructional Staff President Students Summer Session Clerical and Custodial Staffs CRAMENTO CITY COLLEGE of Administration ORGANIZATION CHART September, 1966 Building and Crounds Fiscal Affairs Store Food Services Controller College Dean SAC -75-

### Division or Department Chairman

Under the direction of the appropriate Associate Dean and Dean:

- a. Acts as liaison officer between segments comprising his division or department and assumes leadership in promoting the cooperation of the instructional staff.
- b. Assists in developing and coordinating curricula in the area of his responsibility.
- c. Prepares the budget requests of the division, initiates requests for requisitions, and anknowledges items received on purchase orders.
- d. Serves as presiding officer at staff meetings.
- e. Assists in the evaluation of the staff and programs.
- f. Assumes responsibility for the proper utilization and adequate protection of college property allocated to the division.
- g. Administers division budget.
- h. Assists in the preparation of class schedules and catalog materials.
- 1. Performs such other duties as may be assigned.





with teaching more than half time. indicates partial administration (7)

see next page.

7,21

### CERTIFICATED EMPLOYEES

### DUTIES AND RESPONSIBILITIES

### Division Chairmen

- 1. Promote, organize, coordinate, and develop division programs under the direction of the Dean of Instruction and in cooperation with the teachers in the division.
- 2. Recommend staff changes and additions within their divisions.
- 3. Recommend curricula changes to the Dean of Instruction.
- 4. Be in charge of ordering, maintenance and care of instructional equipment and supplies.
- 5. Assist in the preparation and administration of the division budget.
- 6. Maintain regular office hours as poster
- 7. Report to the Dean of Instruction on the supervision and evaluation of instruction and instructors.
- 8. Assist in the evaluation of probationary teachers.
- 9. Arrange for substitute teachers and report weekly to the Dean of Instruction.
- 10. Review lesson plans and instructional materials used by teachers.

### Department Heads

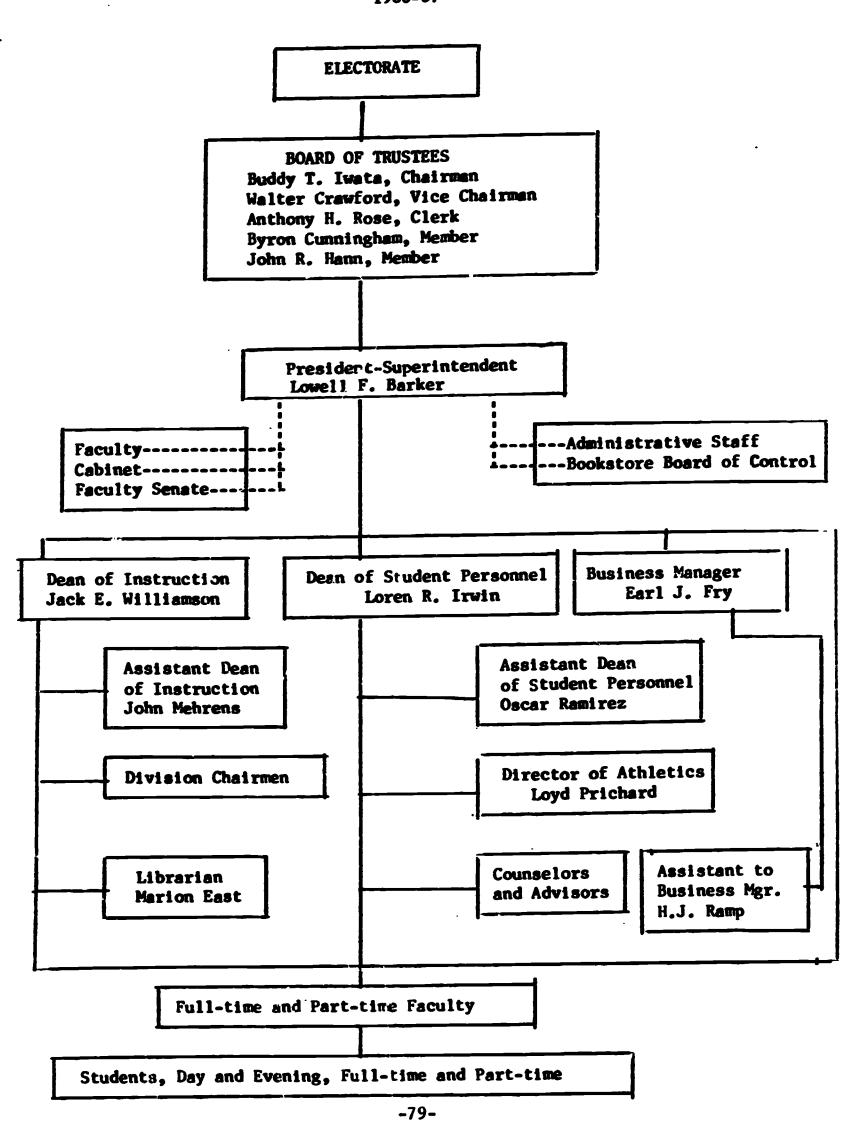
- 1. Coordinate sections and classes under the direction of Division Chairmen.
- 2. Allocate and care for instructional equipment and supplies.
- 3. Assist in the supervision and evaluation of teachers and courses, including the evaluation of probationary teachers within the department.
- 4. Perform other duties assigned by the Division Chairman or the Dean of Instruction.



### MERCED COLLEGE

### ORGANIZATIONAL CHART

1965-67



### DUTIES AND RESPONSIBILITIES OF DIVISION CHAIRMEN

Under the direct supervision of the Dean of Instruction and Assistant Superintendent for Instruction, the division chairman performs the following duties:

- 1. Gives general leadership to the division.
- 2. Provides for articulation within the division in the day program.
  and between day and evening classes.
- 3. Has general supervision of textbooks and materials ordered for classes in the division.
- 4. Assists in the observation of classes of part-time evening teachers.
- 5. Assists the Dean of Instruction and Assistant Superintendent for Instruction with teacher selection, scheduling of classes, preparation of budget and budget control, textbook selection, preparation of course outlines, maintenance of the course outline file, and general assistance in curriculum development and the instructional program.
- 6. Prepares news releases concerning the assigned areas of responsibility.

  News releases are to be submitted to the Dean of Instruction and

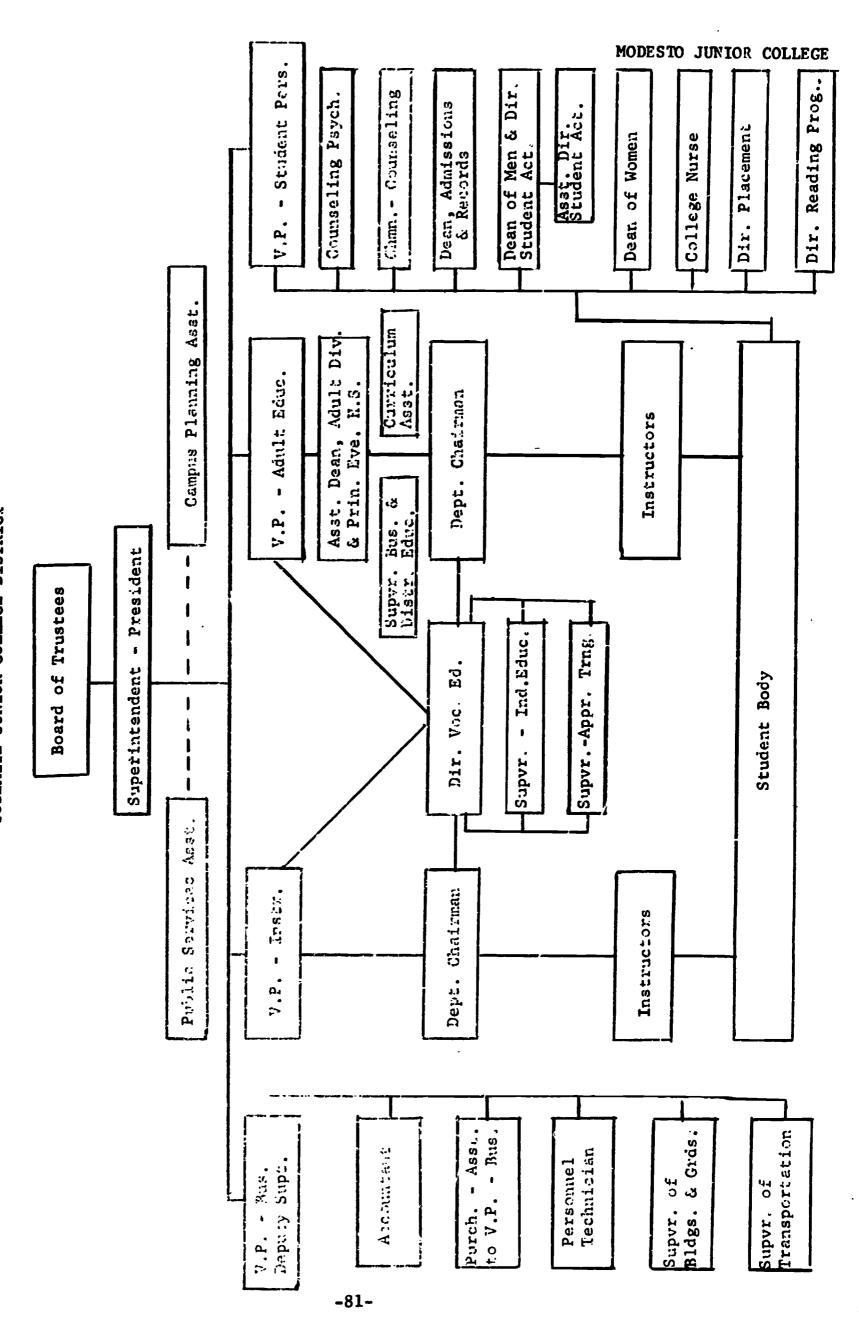
  Assistant Superintendent for Instruction.
- 7. Submits an annual report to the Dean of Instruction and Assistant Superintendent for Instruction.



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ORGANIZATIONAL CHART OF MODESTO JUNIOR COLLEGE
YOSEMITE JUNIOR COLLEGE DISTRICT



### DEPARTMENTAL ORGANIZATION

The tocalty is grouped into departments, each with a chairman. In addition, the Librarian is recognized as a department chairman. Chairman are subject to appointment annually upon recommendation of the Superintendent-President. The chairman has the central and primary responsibility for the development and improvement of the program and faculty of his area of instruction.

### His specific duties are

- 1. In coordinate departmental activities in evaluation and development of curriculum
- 2. To serve as departmental representative on the Curriculum Committee
- 3. To work closely with the Vice President-Instruction, and with the Vice President-Adult Education in the procurement, orientation, and evaluation of personnel in the department, both day and evening divisions
- 4. To prepare department budget requests and to supervise expenditures
- 5. To prepare class schedules for the department and to provide for control of sections at registration

### Following is a list of the Department Chairmen:

Art	Mr. Paul Corrigan
Agriculture	Mr. Einest Tarone
Business	Miss Carol Savage
Counseling	Miss Vivian Manha
Engineering and Engineering Technology	Mr. Rex Waymack
Home Economics	Mrs. Irene Carlson
l "rary	Dr. William Stanley

Law Enforcement

Mr. Jack McA: thur (Acting)

Literature and Language Arts

Dr. John H. Jennings

Mathematics

Mr. James Pierce

Music

Music Mr. Robert McKnight

Mrs. Genevieve Johnson

Physical Education Mr. Leon Lafaille

Science Dr. Duncan Thomson Mr. Paul Kurtz

Social Science

Mr Paul Christian

Speech

Dr. Edward McClarty

Trade-Technical

Mr. Howard Rakes

Mr Howard Baker



### OF THE DIVISION CHAIRMAN

The Division Chairman shall serve as liaison between the members of his division and the administrative officers. He shall be directly responsible to the Dean of Instruction on all matters, except those relating to student personnel, in which case he will be responsible to the Dean of Student Personnel.

### The Division Chairman shall:

( )

- 1. Participate with Administration in the selection, supervision, and evaluation of instructors within his division. In this process he will be responsible for assisting members of the division to search out the most effective means of instruction for the students within that division.
- 2. Participate and coordinate with the Administration in the development, revision, and evaluation of the curricular offerings of his division.
- 3. Coordinate the preparation of requisitions for supplies and equipment for his division provided tha appropriate clerical help is available.
- 4. Assist and coordinate the preparation of the annual budget for his division. He will be responsible for presenting and defending this budget but will not be responsible for recommending or administering cuts or adjustments in the budget.
- 5. Administer the day-to-day program of substitute instruction, working in close cooperation with the Dean of Instruction who is responsible for recruiting, credentialing and maintaining a pool of qualified substitutes.
- 6. Coordinate the preparation of the master class schedule for the division.
- 7. Coordinate the evaluation and equalization of teaching loads within his division.
- 8. Consult with the librarian regarding the library collection as it relates to the curriculum of his division.
- 9. Coordinate the activities of the departments within his division as these are developed.
- 10. Conduct regular meetings of his division to insure effective communications among members of the division.
- 11. Participate with the Administration in the liaison between the college and high schools and between the college and other colleges and universities.



- 12. Participate with the Administration in the liaison between the college and industry, business and other community groups as it pertains to the division.
- 13. Coordinate the preparation of course outlines and textbook selection for the division and maintain appropriate files of these activities.

### Method of Selection, Tenure and Compensation of Division Chairmen

Division Chairmen shall be appointed by the President. Each division will nominate two persons whom they consider qualified for the position and will submit these nominations to the President. The President will consult with members of the division prior to making his final appointmend.

In the event that it would be appropriate to bring in a Division Chairman from outside of the regular faculty, the Administration will consult with the division first.

Division Chairmen may be re-nominated for successive terms.

Division Chairmen will be reimbursed for this assignment as follows:

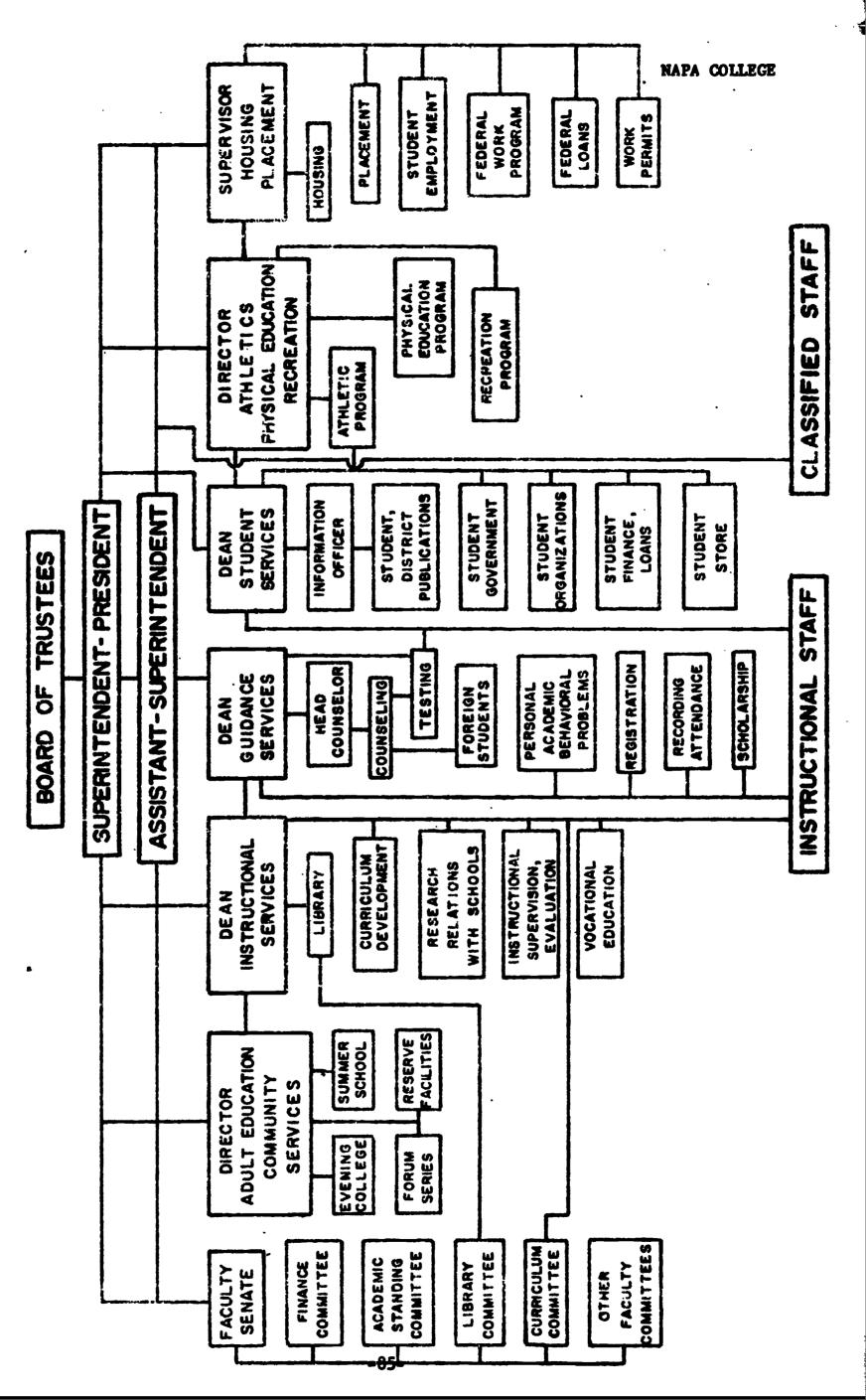
- 1. Through appropriate reduction in teaching load
- 2. Through hourly pay for supervision of the evening or summer program as determined in advance with Administration.
- 3. Through the regular salary schedule for extra assignments beyond the regular teaching year.



# ORGANIZATIONAL CHART. NAPA JUNIOR COLLEGE

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### 1965-67 ORGANIZATION CHART

# . . ORANGE COAST JUNIOR COLLEGE DISTRICT . .

(Executive Office of the Board of Trustees)

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CHAIRMAN CHAIRMAN	(Communications Divi	Division)	COUNSELOR	
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### DIVISIONAL ORGANIZATION

The instructional program at Golden West College has been organized into seven divisional units each headed by a Chairman. Although it is necessary to maintain these operational units as separate administrative identities, the artificiality of divisional boundaries is acknowledged. Faculty members are encouraged to develop interdisciplinary or inter-divisional courses and curricula when it serves the interests of our students to do so.

Business Mr. Edwin Aronson, Chairman

Communications Mrs. Edith Freligh, Chairman

Mrs. Beverly Grey, Assistant Chairman

Fine & Applied Arts Mr. John Wordes, Chairman

Mathematice & Science Mr. David Pierce, Chairman

Mr. Hayden Williams, Assistant Chairman

Physical & Recreation Education Mr. Fred Owens, Chairman

Social Science Dr. James Catanzaro, Chairman

Technology Mr. Edward Parsons, Chairman

### THE ROLE OF THE DIVISION CHAIRMAN

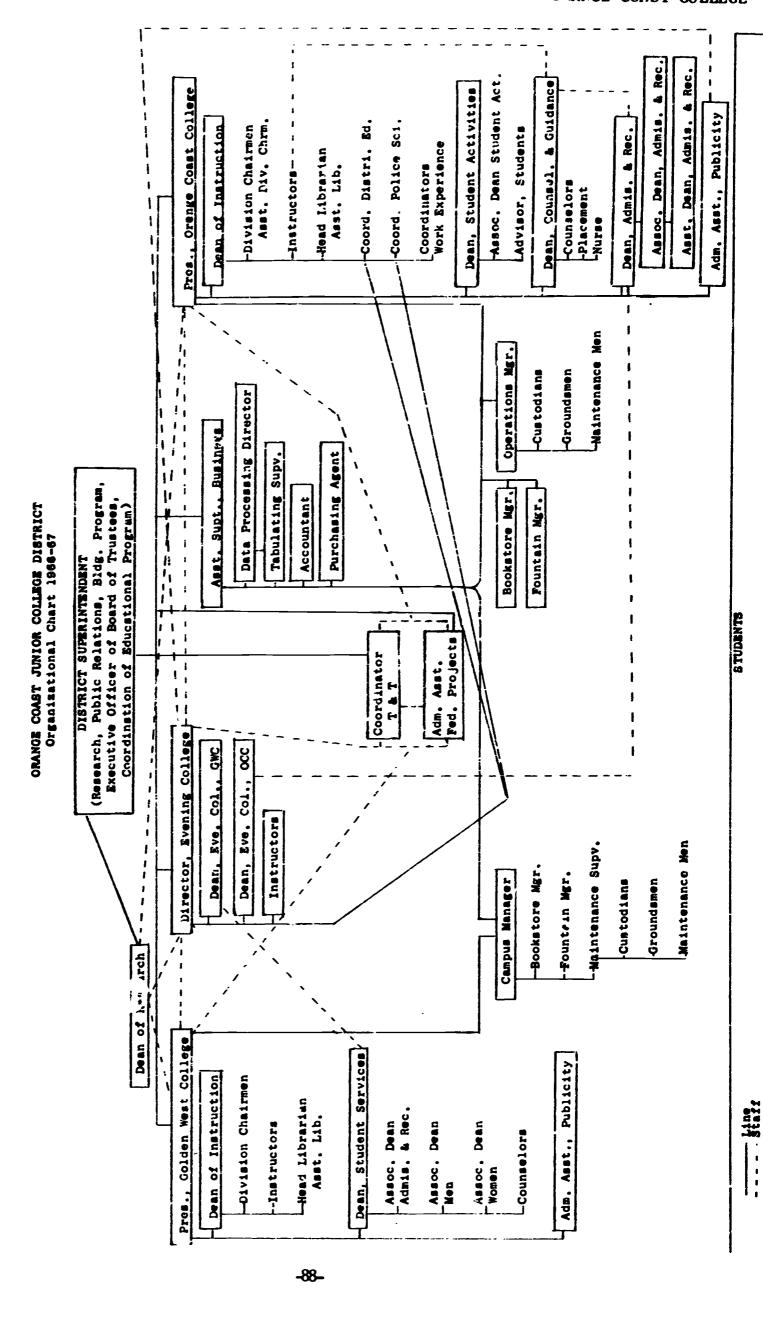
Divisional structure. Divisions at GWC are designed to afford close ties between kindred disciplines, and to provide a simple basis for the integration of the entire curricular and co-curricular program of the college. In addition, The division serves as the framework for the advisement of students, and as a basis for student government. The division chairman is accordingly responsible to the Dean of Instruction and the President for the staffing, promotion, coordination, and development of divisional programs relating to instruction, advising, and divisional student affairs.

Curriculum development. In keeping with the commitment to instructional leadership, the division chairman encourages close liaison with the community, and guides the division in the constant development of responsible and creative educational goals and the acceleration of the division's program in view of these goals by new and thoughtful means. For this reason the division chairman represents the division on the Curriculum Council of the college.

Supervision and evaluation. Also within the charge of the chairman is the familiarization of probationary personnel with divisional and college assignments, and the assistance in professional development of each division member. In this light the chairman assumes responsibility, with the Dean of Instruction and the President, for faculty evaluation and ensuing recommendations. Not only is the direct instructional competence of the division member within the ambit of evaluation, but the teacher's role as adviser is also considered. Hence the chairman works with the Dean of Students and the division counselor in heightening the division's contribution to student advisement and student career selection.

Budget and supplies. Finally, the supervision of the procurement and use of supplies and teaching aids is the task of the chairman. The division chairman approves all teachers' requests for supplies and equipment. He recommends annually all matters pertaining to the division budget.





### RESPONSIBILITIES OF DIVISION CHAIRMEN

Division Chairmen have the following responsibilities and duties:

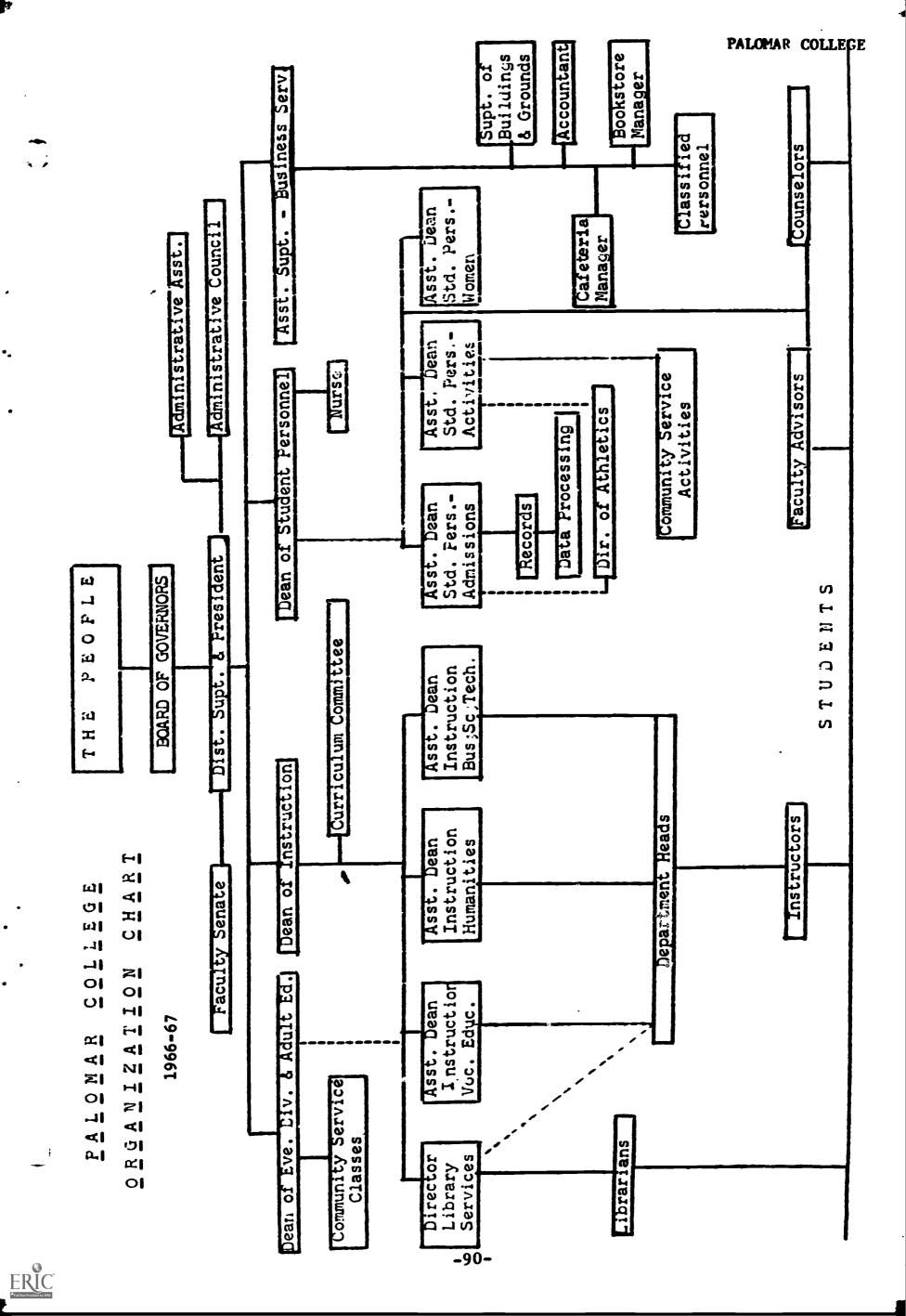
- 1. Promote, organize coordinate and develop the program of their divisions.
- 2. Develop with the Dean of Instruction recommendations for staff changes and additions within the division.
- 3. Recommend a schedule of classes for his division each semester to the Dean of Instruction.
- 4. Recommend to President curriculum changes for the division.
- 5. Recommend to Assistant Superintendent, Business the purchase of supplies and equipment for the division.
- 6. Teach classes.
- 7. Stimulate ways and means for improvement of instruction within the division.
- 8. Work with high schools to coordinate educational offerings.
- 9. Submit annual written report to President.
- 10. Maintain office hours.

### RESPONSIBILITIES OF ASSISTANT DIVISION CHAIRMEN

Under general supervision and coordination of Division Chairman, Assistant Division Chairmen have the following responsibilities for a designated portion of the instruction fields included in the division.

- 1. Recommend curriculum changes.
- 2. Assist in the supervision of instruction and stimulate ways and means for the improvement of instruction.
- 3. Recommend purchases of supplies and equipment.
- 4. Assist the Division Chairman, upon request, with other work of the Division.
- 5. Maintain office hours.





### 9. Assistant Deans of Instruction

The instructional organization of Palomar College consists of two divisions: Humanities and Science, Technology and Business. The Assistant Deans are directly responsible to the Dean of Instruction for:

- a. The scheduling, with the department heads concerned, of all graded classes in the division, day and evening.
- b. Coordination of curricula in the division through membership on the Curriculum Committee.
- c. Screening of requisitions for equipment and supplies originated by the department within the division.
- d. Maintenance of liaison with the Business Manager regarding departmental budgets and expenditures.
- e. Assisting in the coordination of Adult Evening Div. offerings with the curricula of the College.
- f. Coordination and approval of texts used in the day and evening programs.
- g. Periodic examination of the syllabi for courses within the division and recommendations to department heads for needed revisions.
- h. Interviewing, with the department heads concerned, candidates for teaching positions within the division, both day and evening, with subsequent recommendations to the Dean of Instruction.
- i. Bringing to the attention of the administration outstanding instructional practices on the part of teachers within the division.
- j. Acts as Director of Summer Session on alternate years.



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II. ADMINISTRATIVE ORGANIZATON - C., 9 (Continued)

- k. He renders assistance to instructors in the improvement of classroom instruction and transmits evaluation reports to the Dean of Instruction.
- 1. He is a member of the Administrative Council and the Curriculum Committee.

### 10. Director of Vocational Education

The Assistant Dean of Instruction in charge of Vocational Education is responsible to the Dean of Instruction in the following areas:

- a. Work with various lay committees in each of the vocational areas.
- b. Assist and direct continuing surveys in the area of vocational education.
- c. Develop projects under the Vocational Iducation Act of 1963.
- d. Represent the College with state and federal agencies working with vocational and technical education.
- e. Serve as a liaison between the College and various agencies in the County.
- f. Assist the Dean of Instruction and Dean of Evening Division in securing qualified personnel in technical and vocational areas.
- g. Assist the Dean of Instruction and Dean of Evening Division in the coordination of the vocational education program, its evaluation, curriculum development and publication of brochures.
- h. Coordinates the apprenticeship program in cooperation with lay committees.
- i. Provide information as needed to employers or committees concerning student progress (non-confidential).
- j. In cooperation with the Dean of Students and counseling staff, assists students regarding occupations.
- k. Supervise preparation of budget requests and capital outlay requisitions for occupational areas.
- 1. Provide leadership at the coordination level when and if needed in furtherance of the vocational efforts of Palomar College.
- m. Submit an annual report of the technical vocational program to the Dean of Instruction.

### 11. Director of Library Services

The Assistant Dean of Instruction in charge of Library Services is responsible to the Dean of Instruction in the following areas:

- a. Supervising calpus libraries.
- b. Implementing library philosophy and principles as determined by Board of Governors and Administration.
- c. Building a comprehensive, well-rounded, up-to-date book collection.



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### II. ADMINISTRATIVE ORGANIZATION - C., 11 (Continued)

- d. Supervising audio-visual department and learning resource materials other than books.
- e. Supervising staff of library assistants.
- f. Preparing annual budget for all Library Services.
- g. Maintaining of liaison with the Business Manager regarding budgets and expenditures.
- h. Making requisitions for equipment and supplies for the library operation.
- i. Interviewing candidates for library positions, professional, classified, and student, with subsequent recommendations to the Dean of Instruction for professional positions, and to the Business Manager for classified and student positions.
- j. Scheduling classes in the Department of Library Science.
- k. Conducting periodic examination of the syllabus file for courses in the department.
- 1. Preparing bibliographies, reports, and questionnaires.
- m. Coordinating library purchases of books and learning resource materials with the curricula of all departments through membership in the Curriculum Committee.
- n. Selecting books and periodicals to supplement courses taught in all departments.
- o. Bringing to the attention of the administration and faculty new books and instructional materials in their fields.
- p. Conferring with department heads and instructors to build up the book collection in their fields.
- q. Serving as a member of the Administrative Council, the Curriculum Committee and chairman of the Library Committee.
- r. Maintaining relations with the community by giving book reviews, talks, and guided tours of the library.

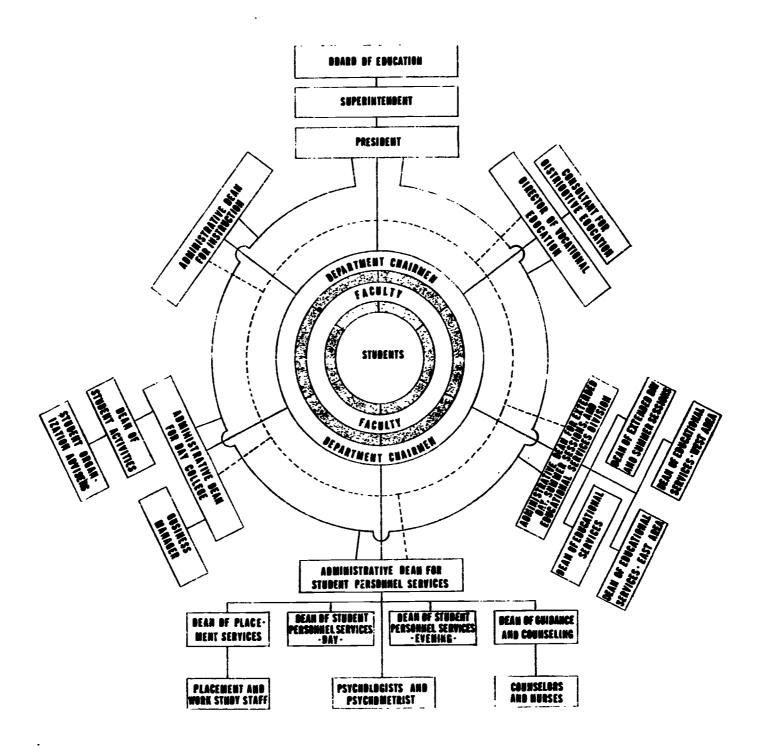
### 12. Department Heads

Department Heads are responsible to the Dean of Instruction, through the appropriate Assistant Dean of Instruction, for:

- a. Coordination of curricula in the Spartment. Are permanent members of the Curriculu Committee.
- b. Approval of texts for courses within the department.
- c. Screening of budget requests and approval of requisitions for equipment and supplies for all fields within the department.
- d. Preparation of annual departmental inventories of equipment and supplies.
- e. Maintenance of current syllabi for all courses within the department.
- f. Interviewing candidates for positions within the department and making recommendations therefrom.
- g. Improving the instruction, in the discipline by constant evaluation of instructors and instructional materials.



### PASADENA CITY COLLEGE ORGANIZATION CHART



### Duties and Responsibilities of DEPARTMENT CHAIRMEN

1. Appoint departmental committees

- 2. Make and submit the Schedule of Classes to the Administrative Dean, Day College, for inclusion in the master schedule
- 3. Make recommendations to the President regarding (a) the selection of new teachers, (b) teaching assignments of the respective departmental faculties, (c) rating of probationary and permanent teachers
- 4. Provide that a teacher be present for all classes (secure a substitute, if necessary, through the proper channels)
- 5. Report to appropriate offices the names of long term substitutes (or whoever is responsible) when the substitution extends over a period when official documents, such as grades, will be due
- 6. Make recommendations to the Administrative Dean, Instruction, regarding changes in existing course of study, the elimination of old courses, or the addition of new ones

7. Make recommendations to the Administrative Dean, Instruction, for textbook adoptions

- 8. Make arrangements through the College Bookstore for the ordering of appropriate numbers of textbooks and adequate supplies
- 9. Make recommendations to the Administrative Dean, Instruction, for development and maintenance of sequences of courses within the respective departments
- 10. Approve exceptions which seem necessary and desirable involving students working through sequences of courses (the recommendations to come from the counselor)
- 11. Make recommendations to the Administrative Dean, Instruction, regarding prerequisites of courses
- 12. Utilize services of the Administrative Dean, Instruction, and the Director of Vocational Education in planning and carrying out the instructional program, including planning for new facilities and for budget

13. Hold departmental faculty meetings as needed

14. Administer a program of professional growth within the department and provide professional leadership, including the promotion of such inservice educational activities of faculty as inservice institutes, attendance at educational conferences, visitations to other colleges and to business and industrial plants

15. Prepare a departmental budget and submit it to the Business Manager

- 16. Submit to the Business Manager requisitions for supplies and equipment and confer with him regarding them
- 17. Cooperate with the President in carrying out within the respective departments the general policies of the College
- 18. Arrange for a ready and pleasant introduction of new faculty members to the department, the College, and the community
- 19. Supervise departmental co-curricular activities in cooperation with the Dean of Student Activities
- 20. Become familiar with the quality of instruction being given by all teachers within the department and, through approved supervisory procedures, aid the teachers in the improvement of instruction
- 21. Cooperate with the Administrative Dean in charge of Extended Day and Summer Sessions in the improvement and facilitating of the instructional program of credit classes, including the selection of teachers, the maintenance of standards, the adoption of courses, the approval of the master schedule of classes, and determination of appropriate supplies, equipment, and physical facilities
- 22. Become familiar with the Educational Services Division and advise regarding its improvement
- 23. Interpret policies of the College to the members of the department
- 24. Maintain office hours which shall be at least in the same proportion to eight hours a day that their administrative assignment is to full-time (e.g., a 50% department chairmanship equals four hours daily)
- 25. Actively participate in the coordination of inter-departmental projects of educational value
- 26. Cooperate with system-wide Directors (where such are assigned) in carrying out within the department the policies of the system, and attend meetings called by such Directors
- 27. Keep the President informed regarding the general conditions and morale within the department, and make recommendations to him for improvements

### Duties and Responsibilities of ASSISTANT DEPARTMENT CHAIRMEN

Represent the Department Chairman in the fulfillment of duties and responsibilities applicable to Extended Day teachers and classes (the line responsibility for the Extended Day program being from the Assistant Department Chairman to the Department Chairman to the Dean of Extended Day)



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### Section 123 DIVISION CHAIRMAN

Division Chairmen are appointed by the President of Porterville College and appointments are subject to annual review.

### Section 124 RESPONSIBILITIES

A Division Chairman has the primary responsibility of assisting with the supervision of instruction in the division involved. He shall assist the Dean of Instruction with In-Service Training and shall be a consultant to the administration in the special area or field of assignment. He shall also assist the Dean of Instruction and the President of the College in the development of the budget and management of the physical facilities, and the improvement and development of instruction in the division involved.

### Section 125 MAJOR DUTIES OF DIVISION CHAIRMEN

- A. The Division Chairman will assist the Dean of Instruction in evaluation of instructors in his particular area of responsibility.
- B. He shall assist the Dean of Instruction and the President of the College in matters of employment by sitting in on interviews when so requested and providing evaluation of scholastic training, interpretation of transcripts, professional attitude, and personality of candidates.
- C. The Division Chairman shall have the opportunity to recommend concerning employment when so requested by the Dean of Instruction or the President, but it is recognized that final judgment for employment lies with the President who has the further responsibility of recommending to the District Superintendent on all matters of employment.
- D. The Division Chairman shall be in charge of ordering, care and maintenance of instructional equipment and supplies.
- E. The Division Chairman shall review the number of students in classes and make recommendations relating to sizes of classes, sections, and schedules.
- F. The Division Chairman may make recommendations regarding curriculum and methods of instruction.
- G. The Division Chairman shall perform such other duties delegated by the President of the College.

Note: These duties and responsibilities are currently under study for possible revision.



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### REEDLEY COLLEGE

### ADMINISTRATIVE DUTIES

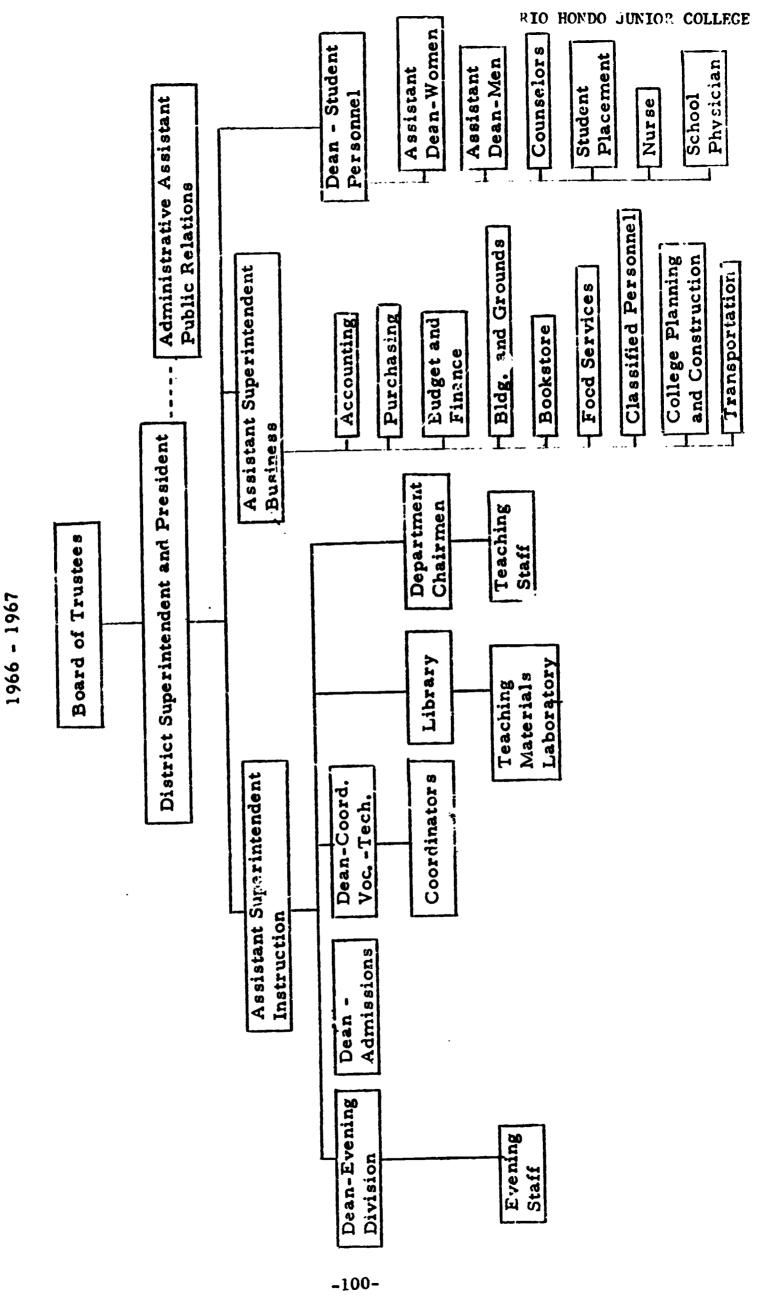
### Division Deans and Department Heads:

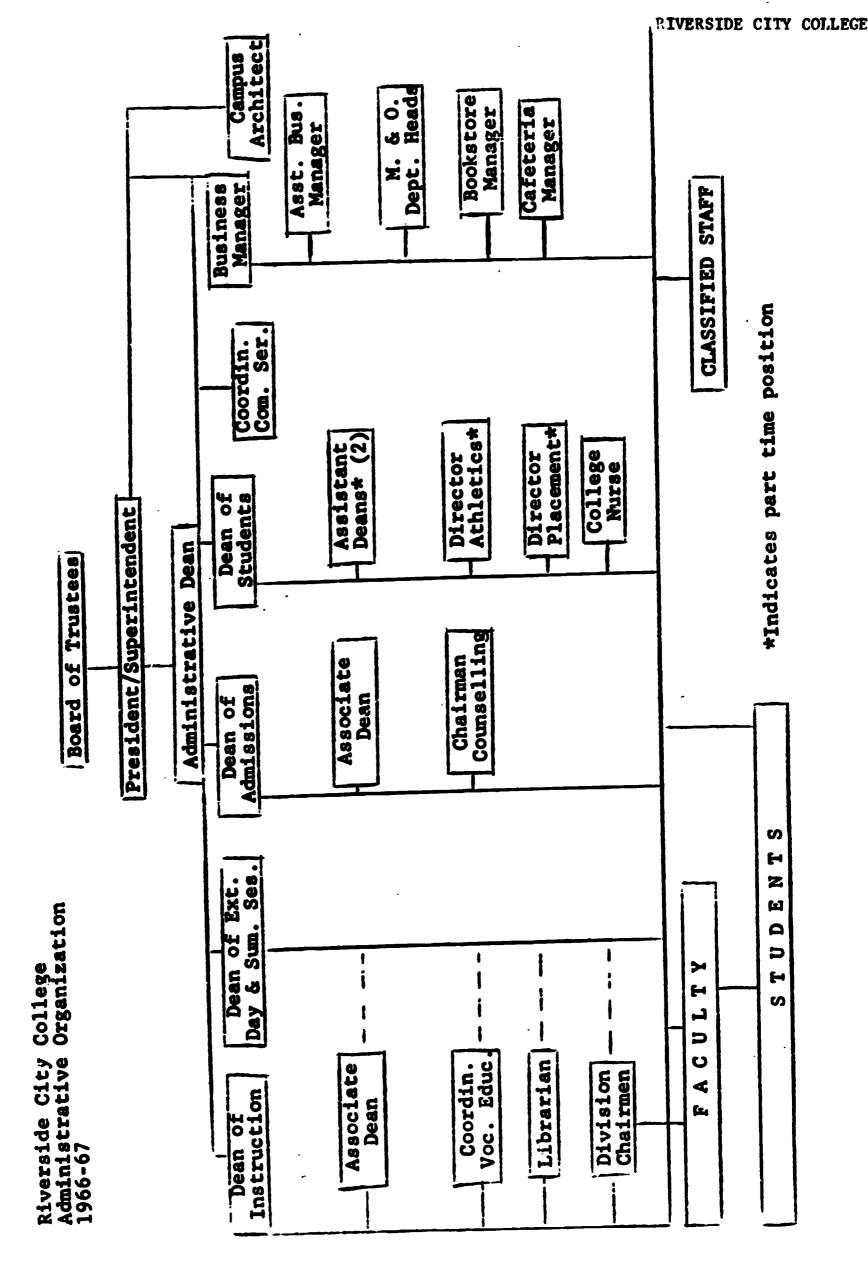
Major duties and responsibilities:

- (a) Have general charge of the work of the division under the direction of the dean of instruction.
- (b) Be in charge of ordering, care and maintenance of instructional equipment and supplies.
- (c) Assist in the preparation and administration of a budget for the division.
- (d) Review the numbers in classes and make recommendations relating to sections, schedules, and the assignment of instructors.
- (e) Make recommendations regarding curriculum and methods of instruction.
- (f) Supervise and visit classes of teachers under their divisions for the improvement of instruction.
- (g) Assist president and dean of instruction in selection of new teachers.
- (h) Perform other duties assigned by the president or dean of instruction.



ADMINISTRATIVE ORGANIZATION CHART





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### II - Administration and Organization

### 3. Divisional Organization and Responsibility

a. The organizational unit meet important to teaching faculty is the instructional division. The detailed procedure for division operation described in the following paragraphs was developed jointly by faculty and administration.

4.

- b. Division chairmen are appointed by the president of the college with the advice of tenured faculty of the division concerned and such other persons as the president may consult, and with the approval of the Board of Trustees. The appointment is normally for a three year term, with no restriction on the number of terms and with an annual review of performance by the president.
- c. The function of the division chairmen is to assist the administration and the division faculty in developing and implementing policies and procedures which will provide for the effective and efficient operation of the instructional program of the college.
- d. In the performance of this function division chairmen are responsible to the college president and designated members of his administration for interpretation of pertinent college policy and procedures to division members and for the implementation of such policy and procedure.
- e. Division chairmen are responsible to the division faculty for conveying and interpreting to the college president and designated members of his administration recommendations made by the division for modifications in policy and procedure which affect the instructional program of the college.
- f. The authority necessary to the performance of their general function and their specific duties is delegated to the division chairmen by the president of the college and, insofar as their individual or group interests are represented by the chairman, by the members of the division faculty.
- g. The specific duties assigned to division chairmen under the current organizational plan of the college are as follows:



- 5.
- (1) To work with division faculty members by individual consultation, group meetings, and other appropriate means to insure opportunity for faculty participation and to promote faculty involvement in such matters of professional concern as the following:
  - (a) Preparation of teaching schedules.
  - (b) Selection and evaluation of instructional materials and equipment including recommended textbooks, library materials, and division instructional equipment.
  - (c) Curriculum development and course evaluation including maintenance of current course outlines on file.
  - (d) Development and maintenance of standards of student performance, particularly in multi-section courses.
  - (e) Selection and evaluation of division personnel when appropriate.
  - (f) Orientation and inservice education of new faculty members.
  - (g) Professional development of individual faculty.

The division chairman will schedule a minimum of three meetings per semester at which matters of division concern are discussed and will provide the college president, and appropriate members of his administration, with the minutes of such meetings and any specific division recommendations resulting from such meetings.

- (2) To assist the president and designated members of his administration in
  - (a) Determining need for new faculty members for the division.
  - (b) Selection of new faculty members in consultation with appropriate division members when practical.



- 6.
- (c) Orientation and inservice training of probationary faculty.
- (d) The annual evaluation and recommendation for reemployment of probationary faculty members, including the recommendation for tenure, and following consultation with the tenured members of the division.
- (e) The professional development of all division faculty members in cooperation with the Professional Achievement Committee.
- (f) The development of appropriate instructional facilities.
- (3) To work with the administrative dean in
  - (a) The development of the annual division budget.
  - (b) The approval of division requisitions for supplies, equipment, and inservice.
  - (c) The supervision of division physical facilities, equipment and supplies.
- (4) To work with the dean of instruction in
  - (a) Curriculum development through division curriculum representative.
  - (b) Maintenance of current course outlines.
  - (c) Improvement of instructional techniques and methods.
  - (d) The provision of appropriate instructional materials, supplies, equipment and facilities including textbook selection and placing of textbook orders with the bookstore.
  - (e) Preparation of teaching schedules.
- (5) To work with the dean of extended day and summer session in
  - (a) Determining extended day and summer course offerings.



- 7.
- (b) Coordinating course content and instructional standards between day and extended day day offerings of the college by individual and/or group work with part time faculty assigned to evening instruction.
- (6) To work with the various student personnel services--admissions and records, activities, counseling--as needed to improve liaison between these activities and those of the instructional divisions.
- (7) To conduct such other activities as may be assigned by the president to promote the instructional program of the division.
- h. Released time and/or additional salary compensation for division chairmen shall be administered by the president of the college in accordance with current policy of the Board of Trustees.
- i. It is recognized that existing divisional organization may require modification to fulfill its functions as the college grows. Recommendations for such modification may be initiated by the division faculties, the division chairmen, or the college administration. Recommendations which can be accomplished within the current policy of the Board of Trustees for released time and/or additional salary compensation may be authorized by the president of the college after consultation with the personnel affected. Recommendations requiring modifications to existing board policy on released time and/or additional salary compensation may be recommended by the president of the college for approval of the Board of Trustees after consultation with the personnel affected.



#### SAN BERNARDINO VALLEY COLLEGE

(Sample Organization Chart for Division of Humanities) SUPERINTENDENT AND PRESIDENT DR. H. J. SHEFFIELD

VICE PRESIDENT VICE PRESIDENT VICE PRESIDENT STUDENT PERSONNEL INSTRUCTION BUSINESS R. M. HACKLER J. W. McDANIEL R. F. ELLERMAN CHAIRMAN DIVISION OF HUMANITIES PIGOTT SECRETARIAL DIVISION DIVISION STUDENT ASSISTANT **ADVISORY** COORDINATOR SUPPORT COMMITTEES HUMANITIES MUSIC **FOREIGN** ENGLISH ART BALDWIN LANGUAGE BOYLIN **BROHOLM** CONFER\* ANTON LAWRENCE SPEECH **JOURNALISM** GUNN LUCAS FACULTY

\*Note: First named individual serves as Head, 1965-66; second named individual will serve as chairman in 1966-67.



#### SAN BERNARDINO VALLEY COLLEGE

#### Divisions and Departments

- I. Division of Business and Economics
  - A. Accounting and Data Processing
  - B. Marketing
  - C. Secretarial and Office Management
  - D. Business Management
  - E. Economics
- II. Division of Engineering and Applied Science
  - A. Engineering
- III. Division of Humanities
  - A. Art
  - B. English
    - 1. Speech
    - 2. Journalism
  - C. Foreign Language
  - D. Humanities
  - E. Music
- IV. Library Division
  - A. Department of Reference
  - B. Department of Classification Cataloging
  - C. Department of Circulation
  - D. Department of Audio-Visual
- Y. Division of Life Science
  - A. Biology
  - B. Botony
  - C. Home Economics
  - D. Horticulture
  - E. Nursing
  - F. Zoology
- VI. Division of Mathematics and Physical Science
  - A. Astronomy
  - B. Chemistry
  - C. Geology
  - D. Mathematics
  - E. Physics
- VII. Division of Physical Education
  - A. Men's Physical Education
  - B. Women's Physical Education
- VIII. Division of Social Science
  - A. Anthropology
  - B. Geography
  - C. History
  - D. Political Science
  - E. Philosophy, Psychology
  - F. Public Protection

# SAN BERNARDINO VALLEY COLLEGE

# Divisions and Departments (con't)

- IX. Division of Technical Training
  - A. Automotive
  - B. Aeronautics
  - C. Electronics
  - X. Division of Telecommunications
    - A. Production
    - B. Engineering



# MEMORANDUM

(Released: June 19, 1959)

To:

All Certificated Personnel

From:

H. J. Sheffield

Subj:

Duties and Conditions of Employment of Division and Department Heads and Coordinators, and proposed

RESPONSIBILITIES OF TEACHERS.

RESPONSIBILITIES OF TEACHERS.

Items I, II, III, and IV have been approved by the Board of Trustees. Item V is suggested, is probably quite incomplete, and contains explanatory paragraphs.

# I. CHAIRMEN OF DIVISIONS

Chairmen of Divisions act as agents of the college administration in carrying out details of the instructional program.

# Specific Duties:

- 1) To assist in determining community and student needs, in organizing curricula, and in evaluating instruction in day and in evening classes.
- 2) To prepare schedules of the day and evening class offerings that have been suggested by departments or administration and that have been approved by the administration.
- 3) To coordinate budgets for departments within the division.
- 4) To assist in determining instructional policy by serving on the instructional council of the college.
- 5) Chairmen of Divisions, together with other administrative personnel designated by the President, are members of the ADMINISTRATIVE COUNCIL. ...... (Added by action of the President to approved Board policy.)

# Conditions of Employment:

- 1) Chairmen of divisions shall be appointed annually by the President of the College.
- 2) They shall serve for one year but may be reappointed.
- 3) Chairmen of divisions shall receive additional compensation in the amount of \$30.00 for each month of employment. When the duties of the office require time beyond that normally expected of a full time teacher, they shall be relieved of such proportion of teacher load as may be determined by the President of the College.
- 4) Chairmen of divisions are eligible for summer session employment when needed and for 3 hours weekly of Extended Day employment when needed (or for 6 hours weekly for one semester.)

# II <u>DEPARTMENT HEADS:</u>

Department heads act as spokesmen for all instructors in a department and represent the special needs and interests of the department.



# Specific Duties:

- 1) To lead the department in continuous improvement of instruction and courses.
- 2) To suggest offerings and teacher assignments for day and evening schedules.
- 3) To prepare course descriptions and researy regulations pertaining to courses taught.
- 4) To determine instructional needs and to suggest budgets for the department.
- 5) To help new teachers fit into the instructional program of the college.
- 6) Departmental heads, together with administrators designated by the President, will serve as members of the PRESIDENT"S ADVISORY COMMITTEE.....(Added by action of the President to approved Board policy.)

# Conditions of Employment:

- 1) After July 1, 1959, all department chairmen shall be appointed annually by the President to serve during a contract year. They may be reappointed.
- 2) There shall be no monetary compensation for the duties of department chairmen. When such duties require time beyond that normally expected of a full time teacher, the chairman may receive such reduction in teaching load as is determined by the President.
- 3) Department heads are eligible for extended day employment and summer session employment when their services are needed.

# III COORDINATORS

Coordinators perform such specific functions as may be assigned by the President in supervising the instructional program.

#### Specific duties:

- 1) To serve as a two-way communications link between the assigned activity and the college administration.
- 2) to organize and direct the assigned activity.
- 3) To act as leader of all personnel assigned to the particular activity in the constant evaluation and improvement of the assigned job.

# Conditions of Employment:

- 1) Coordinators shall be appointed annually for such a number of months as their services may be needed.
- 2) They shall serve during a contract year and may be reappointed. There shall be no additional compensation for coordinators. When such duties require time beyond that normally expected of a full time teacher—the coordinator may receive such reductions in teaching load as may be determined by the President.
- 3) Coordinators are eligible for Extended Day employment and summer session employment when needed.



#### SAN DIEGO CITY COLLEGE

DEPARTMENT CHAIRMAN I (Junior College) - four to six teachers

DEPARTMENT CHAIRMAN II (Junior College) - seven or more teachers

A. Primary function:

Coordinates the program of a junior college department and performs liaison duties between the department staff and the administration.

# B. Major duties: (In addition to a regular teaching assignment)

- 1. Has leadership responsibility for coordinating the day and evening program for a department.
- 2. Assists the dean in recommending the selection of new teachers (contract and hourly), preparing the master schedule for the department, and supervision of the instructional program of the college.
- 3. Works with subject-field committees on curriculum development, new course outlines, librar book recommendations, instructional material needs, textbook adoptions, and catalog revisions.
- 4. Assists in the orientation of new teachers (contract and hourly) assigned to his department.
- 5. Works with the dean of students on the advisement program for continuing students in the department.
- 6. Plans and conducts department meetings and attends division meetings of department chairmen.
- 7. Provides leadership in the long-range planning and program evaluation for the department.
- 8. Prepares capital outlay and supply requests, maintains department supply accounts and current balances.
- 9. Assists the Director of the Evening College in planning, developing, and improving the instructional program of his area in the Evening College, including determination of offerings, assisting in selection of teaching personnel, and service as a resource person for evening instructors in all instructional matters.

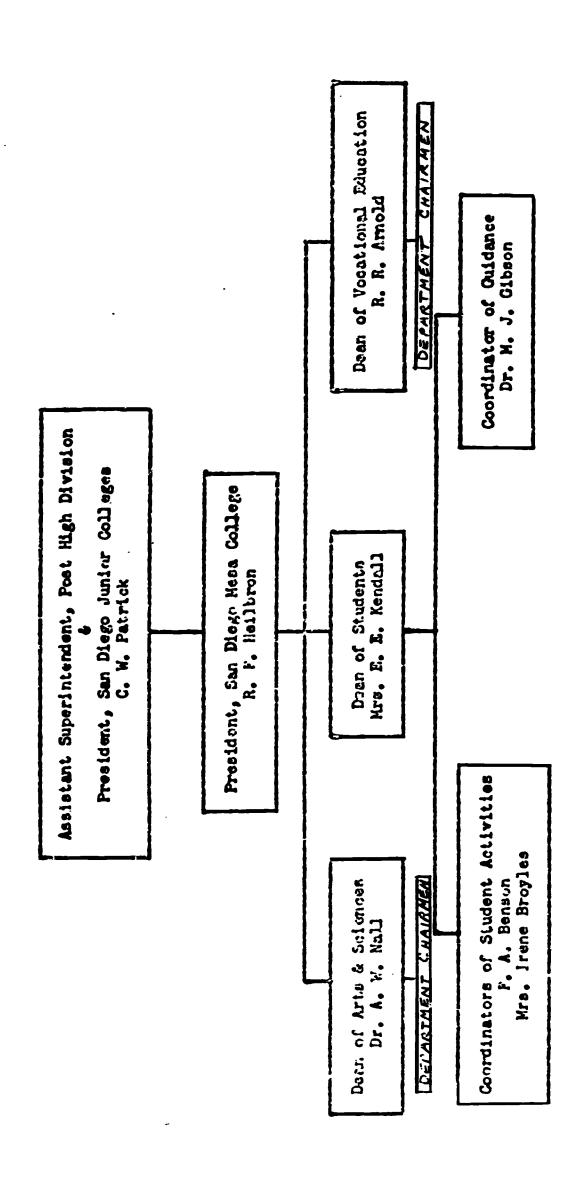
#### C. Other duties:

- 1. Handles correspondence addressed to the department or emanating from the department.
- 2. Assists the director of the summer school program by planning course offerings.
- 3. Coordinates the use of community resources by the department.
- 4. Assumes overall responsibility for equipment and materials assigned to the department.

#### D. Supervision exercised or received:

Under the direction of the appropriate dean aci/or coordinator supervises (non-evaluative) the memoers of the department. Supervises such non-teaching staff assigned to the department.





C

# SAN DIEGO CITY SCHOOLS Personnel Division

#### POSITION DESCRIPTION

#### Position Title:

Department Chairman I (Junior College\*)

# Brief Description of Position:

and 7 or more

Coordinates the program of a junior college department of four to six to cherry/ and performs liaison duties between the department scall and the administration.

# Major Duties:

In addition to a regular teaching assignment:

- 1. Has leadership responsibility for coordinating the day and evening program, for a department of four to six contract ceachers and such nourly teaching staff as may be assigned courses in his department.
- 2. Assists the dean in recommending the selection of new teachers (contract and hourly), preparing the master schedule for the department, and supervision of the instructional program of the college.
- 3. Works with subject-field committees on curriculum development, new course outlines, library book recommendations, instructional material needs, textbook adoptions, and catalog revisions.
- 4. Assists in the orientation of new teachers (contract and hourly) assigned to his department.
- 5. Works with the dcan of students on the advisement program for continuing students in the department.
- 6. Plans and conducts department meetings and attends division meetings of department chairmen.
- 7. Provides leadership in the long-range planning and program evaluation for the department.
- 8. Prepares capital outlay and supply requests, maintains department supply accounts and current balances.
- 9. Assists the Director of the Evening College in planning, developing, and improving the instructional program of his area in the Evening College, including determination of offerings, assisting in selection of teaching personnel, and service as a resource person for evening instructors in all instructional matters.

# Other Duties:

- 1. Handles correspondence addressed to the department or emanating from the department.
- 2. Assists the director of the summer school program by planning course offerings.
- 3. Coordinates the use of community resources by the department.
- 4. Assumes overall responsibility for equipment and materials assigned to the department.

# Supervision Exercised or Received:

Under the direction of the appropriate dean and/or coordinator; supervises (non-evaluative) the members of the department. Supervises such non-teaching staff assigned to the department. -11/-



Position Description
Lepartment Chairman I (Junior College)

Previous Experience Required or Desirable:
Junior college teaching.

# Desirable Personal Qualities:

Those of a competent and experienced teacher. Must have leadership, planning and organizing skills, and a conscientious attitude toward his responsibilities as a part of the total college program. (Department chairmen are nominated by their colleagues and appointed by the college president, with the approval of the Assistant Superintendent for Post High School Education.)

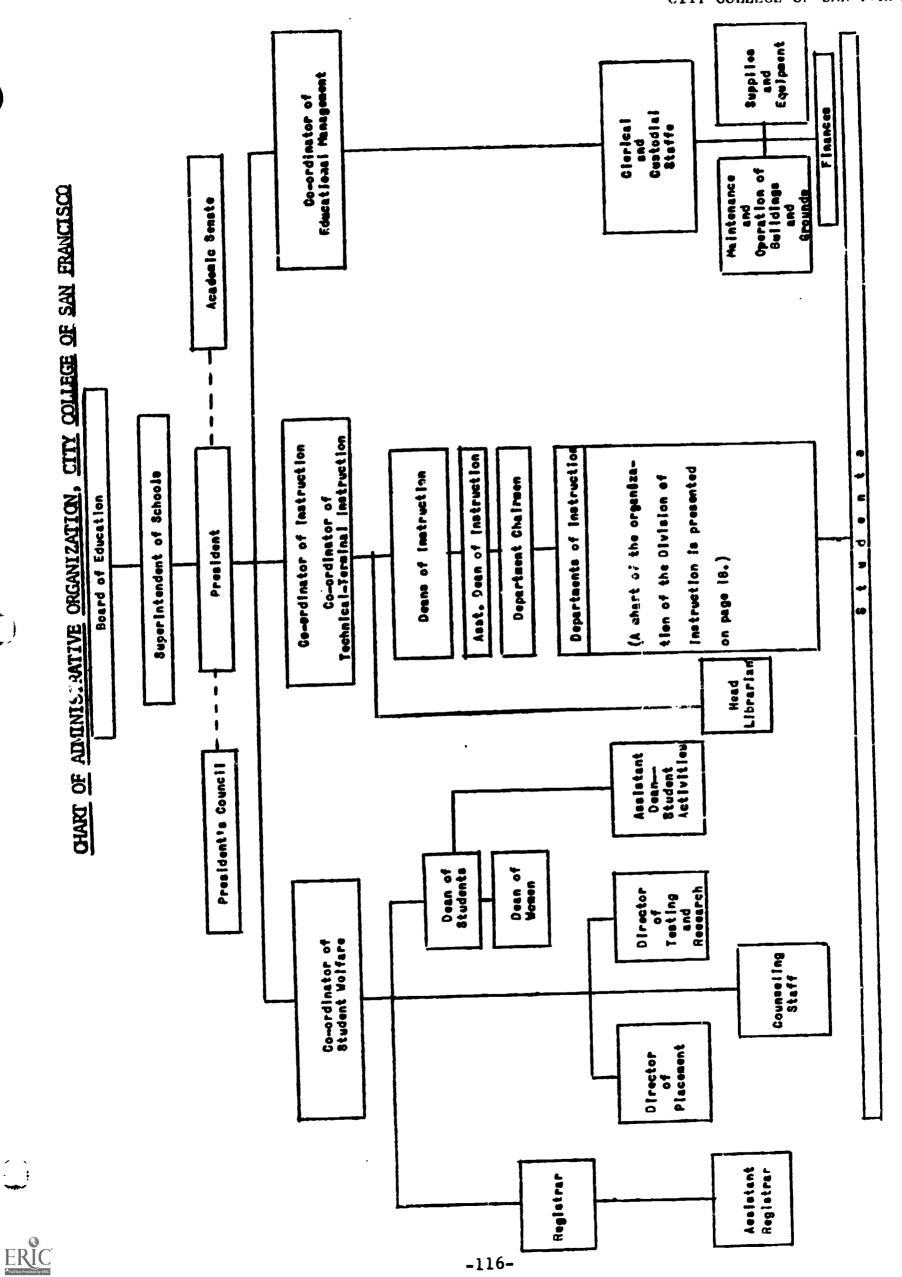
Education and Credential Required or Desirable:

Required: Any junior college teaching credential.

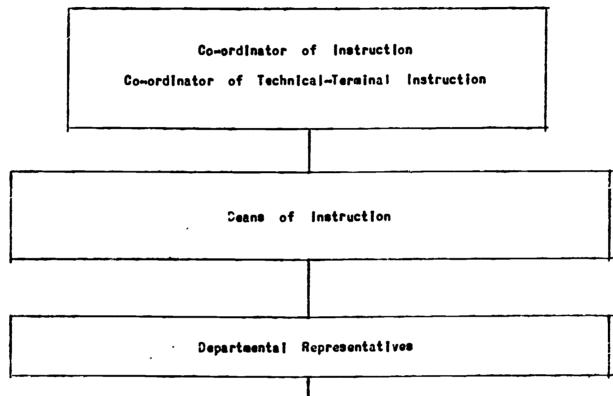
Desired: Administrative credential.



<sup>\*</sup>Applies to day colleges only. Evening college has no department chairman.



# CHART OF ORGANIZATION-DIVISION OF INSTRUCTION



				71-01-0-6
(in Charge of Dr. <u>Luckmann</u> )	(in Charge of Mr. <u>Biliwiller</u> )	(in Charge cf Mr <u>a Silva</u> )	(in Charge of Dr. <u>Buttimer</u> )	(in Charge of Or. Batmale)
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CAdamA				Retail Floristry
Student Leadership				X-ray Technology

# RESPONSIBILITIES OF THE CO-ORDINATORS AND DEANS OF THE DIVISION OF INSTRUCTION

The Co-ordinator of Instruction and the Co-ordinator of Technical-Terminal Instruction are directly responsible to the President and are chiefly concerned with the organization, administration, and supervision of the instructional program. The Deans of Instruction help the Co-ordinators administer this program.

The principal responsibilities of the Co-ordinators and Deans of the Division of Instruction are as follows:

- 1. Supervising the development of curriculums and courses
- 2. Evaluating instruction, including grading standards and practices
- 3. Conferring with administrators and instructors of other schools and with the faculty of the College in order to maintain equivalence of content in lower-division courses and to maintain academic standards in these courses
- 4. Maintaining liaison with business, industry, labor, the professions, and civil service in organizing and developing semiprofessional curriculums and placing graduates of these curriculums
- 5. Reviewing requests for approval of textbooks, supplementary books, syllabi, and principal supplies to be required of students
- 6. Exercising general supervision of the library and the audio-visual aids service
- 7. Assigning instructors to departments and courses
- 8. Preparing the Schedule of Courses (time and room schedule)
- 9. Scheduling final examinations
- 10. Keeping a current file of course outlines in the office of the Division of Instruction
- 11. Taking part in the selection, orientation, and evaluation of the teaching staff
- 12. Obtaining and supervising substitute instructors
- 13. Supervising preparation of the sections of the College catalogue dealing directly with instruction, and exercising general supervision of the publication of the College catalogue
- 14. Planning and conducting departmental meetings
- 15. Developing publications explaining the instructional program
- 16. Reviewing departmental budgets



- 17. Maintaining articulation with high schools, state and private colleges, and universities
- 18. Co-operating with Bay Area universities and colleges in training student teachers
- 19. Helping to discipline students guilty of purely academic violations
- 20. Determining under what circumstances students may defer taking courses required by the College
- 21. Determining under what circumstances students may audit courses
- 22. Supervising preparation of plans for the Commencement Observance and Awards Assembly

# RESPONSIBILITIES OF DEPARTMENTAL REPRESENTATIVES

The departmental representative is the immediate supervisor of his department. Instructors are requested to consult with him first concerning matters affecting their department. Each departmental representative is responsible to the Co-ordinator or Dean in charge of his department. (Departments and Co-ordinators and Deans in charge are listed on page 18.) In carrying out his principal responsibilities, the departmental representative --

- 1. Helps develop and revise curriculums and courses
- 2. Helps select textbooks and other teaching materials
- 3. Helps select and orient instructors
- 4. Helps supervise and evaluate instruction. In most departments, in connection with this duty, he acts as liaison officer with the Director of Testing, Research, and Guidance in order to determine standards for admission to certain courses and to evaluate the progress of students in these courses.
- 5. Determines the following in conjunction with the Co-ordinator or Dean in charge: the courses to be offered by the department, the number of sections in each course, changes in the scheduling of sections
- 6. Assigns and reassigns students to courses and sections
- 7. Prepares instructors! teaching schedules and submits them to the Co-ordinator or Dean in charge
- 8. Files current outlines of courses with the Co-ordinator of Instruction
- 9. Prepares the budget for equipment and supplies needed by the department and submits the budget to the Co-ordinator or Dean in charge
- 10. Assumes responsibility for the proper use of equipment and supplies
- 11. Keeps an up-to-date inventory of equipment used in the department and gives a copy to the Co-ordinator of Educational Management



- 12. Advises students who need special information in their major fields
- 13. Assists in developing administrative policies for the College through his membership in the President's Council
- 14. Helps develop publications explaining the instructional program
- 15. Helps the Co-ordinator or the Dean in charge maintain liaison with counselors and with other schools
- 16. Acts as departmental liaison officer with the Director of Placement and also with employers and labor organizations if the department offers semiprofessional curriculums
- 17. Helps plan and conduct departmental meetings
- 18. Prepares departmental copy for the College catalogue
- 19. Helps the Co-ordinator or Dean in charge obtain substitutes or otherwise care for classes when instructors are absent
- 20. Files semiannually with the secretary to the President, for transmittal to the Co-ordinator of Educational Management, a list of the textbooks and principal supplies required of students in the courses offered by the department





#### SAN JOAQUIN DELTA COLLEGE

## Division Chairmen

Responsible to the Dean of Instruction.

Duties: Division Chairmen are responsible her the programs of instruction in their division. Areas of responsibility involve planning, organizing, staffing, directing, coordinating, reporting and budgeting. Division Chairmen shall:

Assume leadership in curricular development, evaluation, interpretation and revision;

Participate in the selection of instructors;

Determine, in conjunction with the Dean of Instruction, the number of sections to be established in each of the courses offered by the division;

Assign instructors, including the preparing of schedules;

Be responsible for submitting up-to-date outlines for all courses to the Dean of Instruction;

Prepare the division budget for equipment and supplies;

Be responsible for the proper use and safeguarding of equipment and supplies assigned to his department;

Work with counselors in advising students who need special information in their major fields. Act as a liaison person between students and instructors in regard to grievances;

Participate in community organizations having direct influence on, and application to, the subject areas in his division;

Review and recommend textbook selections and work with the Library and bookstore on related matters;

Handle substitute requests for the division;

Stimulate ways and means for improvement of instruction within the division; preliminary evaluation of new instructors in division;

Work closely with employers and the college placement office on student placement, part-time and full-time;

Stay current on transfer requirements to four-year colleges and universities;

Interpret college district policies to instructors;

Help maintain a high staff morale;

Work with registrar on catalog offerings and changes;

Instruct students;

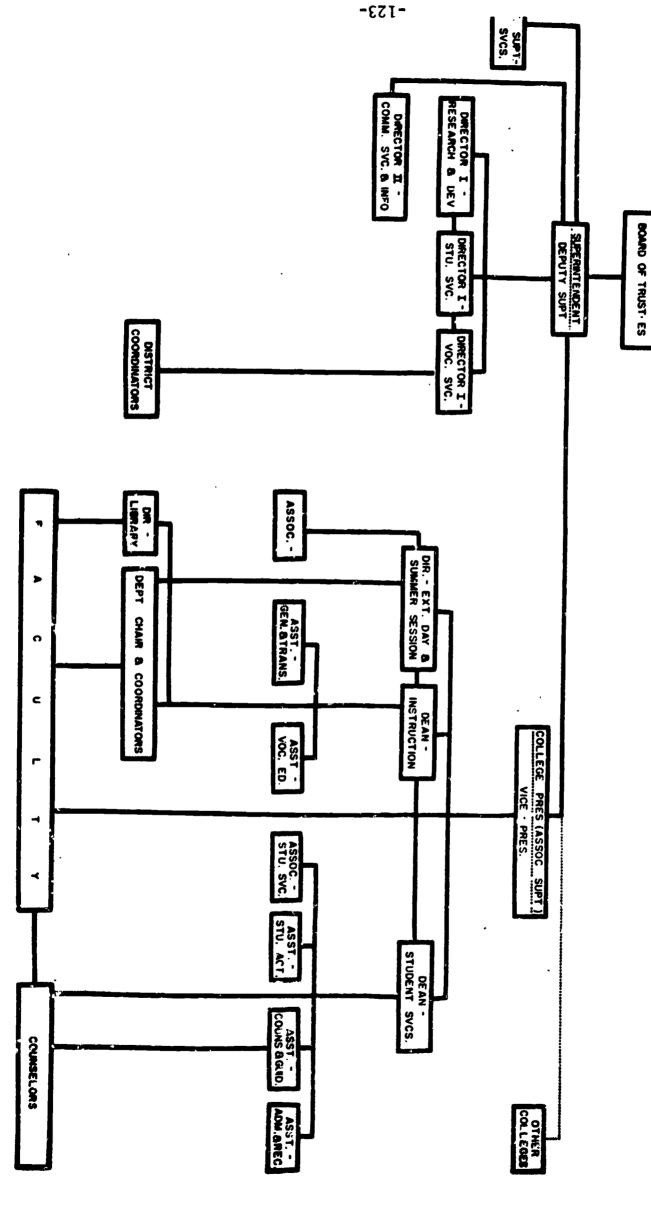
Maintain office hours;

Submit annual report for the Division to the Dean of Instruction. (To be incorporated as a part of the President's Annual Report.)



SAN JOSE JUNIOR COLLEGE DISTRICT
SAN JOSE, CALIFORNIA

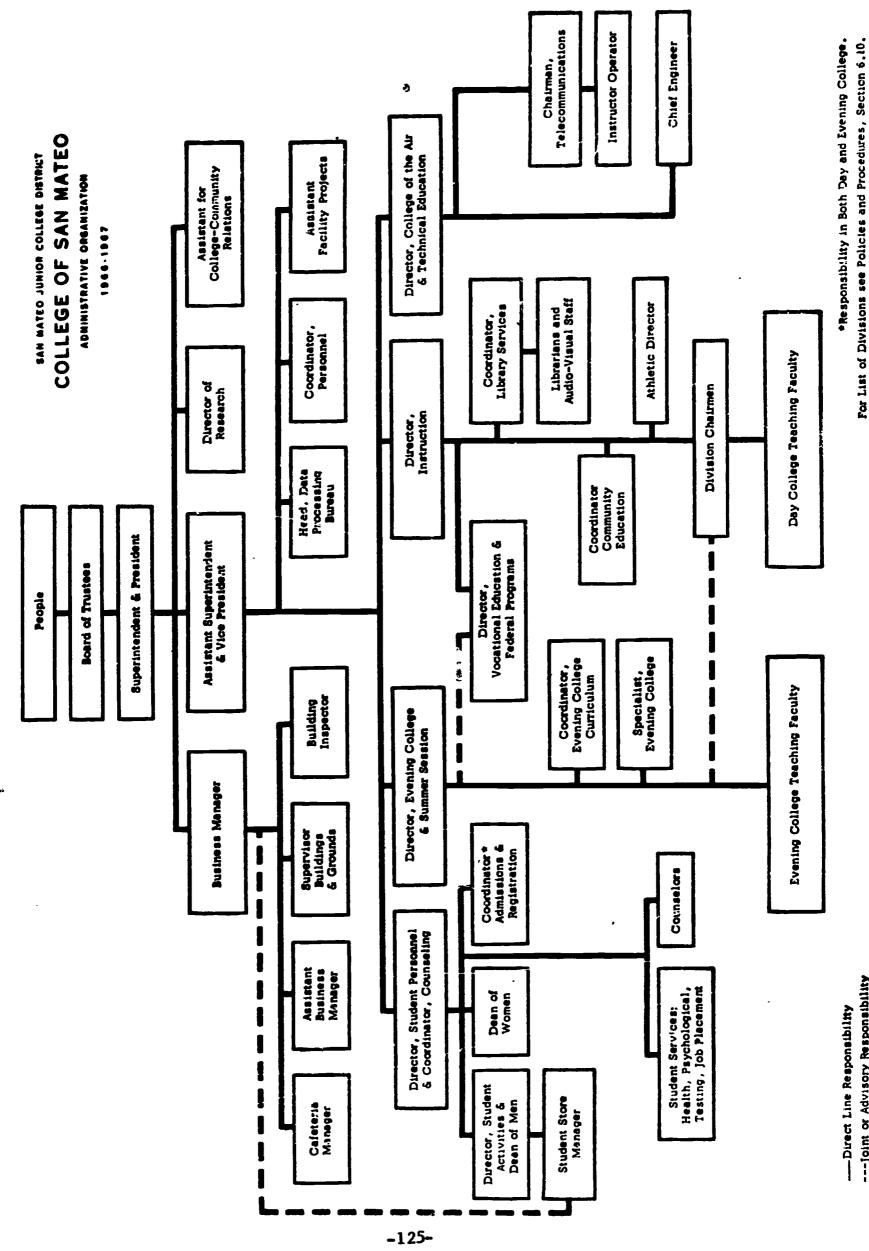




# Responsibilities of a College Department Chairman

- 1. He shall be responsible to the Dean of Instruction for efficient and effective functioning of the teaching service in his instructional department.
- 2. He shall prepare the preliminary Semester Schedule for his department.
- 3. He shall prepare job specifications and desired qualifications of new instructors for his department, and shall participate in the screening and selection of applicants.
- 4. He shall participate in the evaluation of instructors in his department.
- 5. He shall prepare and submit requests for consideration in the development of the annual budget, and shall be responsible for budgetary expenditures and controls within the allocations to his department for both Day and Extended Day programs.
- 6. He shall be responsible for the maintenance of inventories of supplies and equipment allocated to his department, and shall insure proper maintenance and use of all materials and facilities of the department.
- 7. He shall coordinate the teaching services of his department in Day and Extended Day programs, and shall be responsible for the maintenance of collegiate standards of instruction in the department.
- 8. He shall exercise leadership and direction of in-service programs for maintenance and improvement of the quality of teaching service in his department.
- 9. He shall meet periodically with the Day and Extended Day instructors in his department, and shall represent it in inter-departmental meetings to coordinate instructional service, use of facilities or equipment, and cooperative teaching assignments.
- 10. He shall insure the continuity of instruction by arranging for substitute service for Day instructors in his department who may be absent.
- 11. He shall be directly responsible to the Dean of Instruction for the preparation of requests for grants-in-aid that will improve the effectiveness of instruction in his department.
  - 12. He will stimulate analysis of instructional needs that may lead to curricular change in his department, and shall be responsible for the preparation of requests for discontinuance or modification of existing courses or programs and the institution of new ones.
  - 13. He shall be responsible for assignment, training, and evaluation of student teachers in his department.
  - 14. He shall perform other duties as may be assigned by the Dean of Instruction or the President. -124-





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--- Joint or Advisory Responsibility

# 2.25 Division Chairmen

#### Salection

Subject to approval by the Board of Trustees, Division Chairmen will be appointed by the Superintendent. They will serve as line officers and will be directly responsible to the Director of Instruction, the Director of the Evening College and Summer Session for functions under the respective jurisdictions of these administrators.

# Duties and Responsibilities

- a. Organize, develop, supervise, coordinate, and evaluate the instructional programs of their respective divisions and recommend revisions.
- b. Assist the Director of Instruction and Director of the Evening College in developing requirements and qualification specifications for personnel in their divisions.
- c. In cooperation with the Coordinator of Personnel, screen applicants for positions in their divisions and, jointly with the Coordinator of Personnel, the Director of Instruction, and the Superintendent, interview applicants and select the best qualified for recommendation to the Board of Trustees by the Superintendent.
- d. Supervise the work of instructors in their divisions for the purpose of continuously improving the quality of instruction.
- e. In conjunction with the Coordinator of Personnel and the Director of Instruction, work with probationary faculty members, evaluating their teaching performance and qualifications for ultimate permanent retention.
- f. With the Director of Instruction and the Director of the Evening College and Summer Session, develop projections of divisional growth and staff changes and additions within their divisions.
- g. In cooperation with the Director of Instruction, develop schedules of classes, make teaching assignments, and equalize teaching loads within their divisions.
- h. In cooperation with the Director of the Evening College and Summer Session, develop schedules of classes for Evening College and Summer Session and make teaching assignments within their division.
- i. Encourage the fullest use of Library facilities by their divisions. In cooperation with the Coordinator of Library Services order books, periodicals, and audio-visual materials. Prepare lists of titles for reserve circulation.

2.25 (c., f., g., & h.) - Rev. 66-67

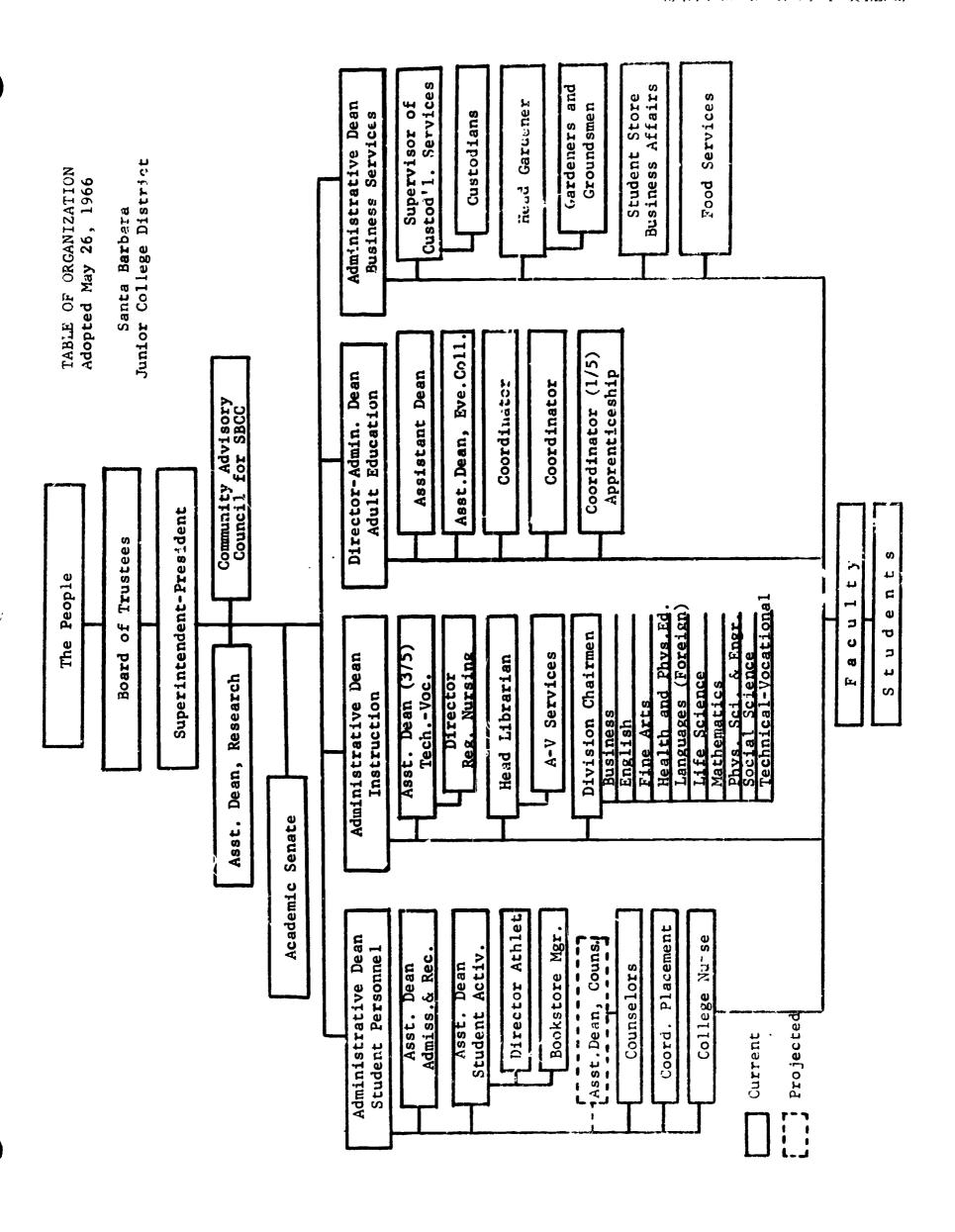
[Continued]



- j. Provide the Director of Instruction with current curriculum guides and with lists of texts and other materials to be used within their respective divisions.
- k. Recommend to the Director of Instruction, Director of the Evening College, and the Committee on Instruction curricular changes for their divisions.
- 1. Assist the Director of Student Personnel in interpreting curricular offerings to high school students.
- m. Prepare with their staffs the annual divisional instructional budget including equipment, supplies, repair and maintenance requests and request these materials and services through the Director of Instruction.
- n. Submit to the Coordinator of Personnel lists of persons qualified to serve as substitutes in specific courses, including College faculty and persons not on the College staff.
- o. Assist in planning for new construction.
- p. Prepare administrative and financial forms for teacher attendance, substitutes, sick leave, student assistance, and, where applicable, NDEA and MDTA applications and reports.

Teach a minimum of three hours a week in the classroom.





#### M. Division Chairmon

1. Appointment:

a. Divisions requiring chairmen shall be decided by the Administration of the College, with the approval of the Superintendent-President. The total division and/or department shall elect two candidates (when possible), one of whom shall be selected by the administration for the position.

b. The Superintendent-President shall recommend appointment of division chairmen for five year terms, subject to approval by the Board of Trustees. As a general rule, only permanent instructors

shall serve as chairmen.

. Staggered terms shall be the practice so as to preserve continuity.

d. Appointments shall be made in the Spring (April 1) prior to the new term which is to begin the following September 1.

2. Division chairmen shall be responsible to the Superintendent-President, Administrative Dean, Instruction, Administrative Dean, Student Personnel, and Director-Administrative Dean, Adult Education for:

a. Chairing division meetings

b. Assisting in defining division needs.

c. Assisting in selection of personnel as requested.

d. Assisting in orienting new personnel with respect to course content, textbooks, rules and regulations, and philosophy of the college.

e. Assisting in preparation of schedules of classes.

f. Assisting with college budgetary matters, and preparation of monthly and annual requisitions.

y. Assisting in improving the total instructional program within the college

h. Preparing such reports as requested.

1. Participating in the evaluation of probationary instructors.

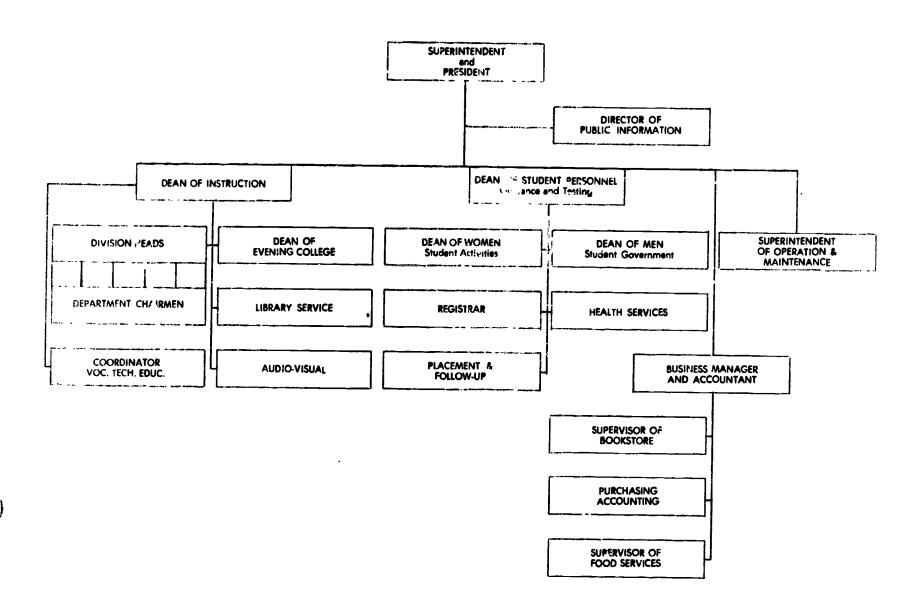
. Performing other duties as assigned.

In sufficiently extenuating circumstances, the College administration may a range clerical assistance for division chairmen, subject to approval by the Superintendent-President.

3. The Division Chairmen Committee is one of the committees of the Academic Senate.



# APPENDIX I MCITAZINASTO OF ORGANIZATION



# APPENDIX II **DIVISIONS**

#### 1. Science, Math and Engineering

Departments: Engineering Math

Science

#### II. Social Sciences

Departments: Police Science Psychology

Social Sciences

#### III. Applied Arts and Sciences

Departments:

Agriculture

Home Economics

#### and Communication

Departments:

English and Philosophy Foreign Language Journalism and Photography

#### V. Business

Departments:

**Business** 

#### VI. Technical

Departments:

**Technical** 

Vocational Nursing

#### VII. Fine Arts

Departments:

Art

Music

Speech and Drama

# VIII. Physical Education, Health and Athletics

Departments:

P.E.

Hygiene



H. To represent the college to the community and the district in a professional capacity and to as sist in interpreting the college program and services to the community and the detrict in all public relations matters and concerns

#### II. ADMINISTRATIVE

- A To organize and hold divisional meetings when ever necessary; and to keep accurate minutes of such meetings
- B To bring to the division for recommendation or action problems and proposals as requested by the administration; to bring to the attention of the administration any problem for recommended action or remedy that may in any way in pair the program of the college.
- C. To appoint study or research committees within the division whenever deemed advisable and to report the activities, findings and recommendations of such groups to the administration.
- D. To co-operate with the Council of Instructors in any study one of its sub-committees may be making toward the solution of any problem that will mutually benefit the staff, the student body, the college and the community or improve the services of the college to the community and district
- E. To assign or delegate specific duties or responsibilities as needed or demanded within the division.
- F. To coordinate the duties and specific responsibilities of departmental chairmen if membership and or size warrants such positions within the division.
- G. To complete and submit reports requested by the administration and to maintain adequate divisional records as requested; to assist and advise their staff members in the completion and submission of official records
- H. To assist in the preparation of the annual budget and to aid in the supervision of the divisional budget through review of requisitions, and to act as adviser to the administration in the purchase of technical or instructional materials or aids requested by their area, keeping in mind that expenditures should aim for the greatest educational value and the wisest use of public funds.
- To maintain equitable distribution of equipment, materials and supplies to all staff members and to insure proper storage and security of such.
- J. To assume responsibility for the divisional equipment and supply orders
- K. To complete, with the assistance of divisional members, the annual inventory of all division all equipment and supplies
- L. To aid in the management and development of the physical plant, as it applies to their area, maintaining its security, recommending for its maintenance and repair, and proposing and advising for its modification or enlargement if necessary to meet instructional needs

#### HEADS OF DIVISIONS

Divisional heads are appointed by the President and hold office subject to reappointment. Within the organization of the college, they act, within their special areas of concern, as advisors and consultants to the administration.

The following duties, responsibilities and obligations are designated and assigned in both the regular day and extended day programs:

# I. GENERAL/PROFESSIONAL

- A. To assume leadership within the division in the cultivation of positive, active and creative attitudes on all educational matters and concerns
- B. To act as liaison between administration and divisional staff members relative to divisional and or departmental functions.
- C. To interpret to their divisional staffs the philosophy of the college and to assist in the implementation of this philosophy through the curricula and the instructional program.
- D. To advise their divisional staffs of administrative policy and to conduct the activities and programs of their respective divisions within the framework of that policy
- E. To foster coordination and mutual understanding among the divisions of the college.
- F. To assist in the administration of a program of continuing, on-going professional growth within their divisions.
- G To foster democratic procedures within the division and in the classroom



#### III. INSTRUCTIONAL

- A To be permanent members of the Curriculum Committee.
- B. To bring to the divisional staff statements and interpretations of student characteristics as determined by the administration which may provide the basis for curricular changes and revisions, more adequately suit the needs of a changing student body, and improve the quality of the educational effort.
- C. To recommend to the dean of instruction the sequence of courses comprising a curriculum and to aid in its coordination should other divisions be involved.
- D To serve when requested in liaison with other member colleges or with lay or advisory committees of the community or district to ensure the continued validity of the college program.
- E. To assist in curriculum development, organization and evaluation.
- F. To delegate responsibility for all divisional courses of study, their explication, their deposition, and their revisions.
- G To assist in the supervision and coordination of all courses in their area.
- H To stimulate and encourage the improvement of teaching techniques, devices and methods within their areas.
- 1. To assist in the consideration and selection of textbooks used within the division, and to recommend to the administration the adoption of texts and other instructional materials; by the same token, to recommend the discontinuance or change in the use of texts.
- J To aid in the maintenance of grading standards and recommend practices, policies and procedures in this regard.
- K. To aid in the formulation and administration of adequate testing programs, for both placement and evaluation purposes, within their areas; this may include designating test materials and assigning proctors.

L. To assist in the formulation and development of the semester schedule of classes and courses.

#### IV. PERSONNEL

- A To assist in the determination of faculty within the division by indicating the skills, specialties, or subject matter areas needed to maintain a well-qualified staff and to meet the on going programs of the division
- B To advise the dean of instruction on the selection and retention of divisional personnel, recognizing that final judgment rests with the President
- C. To assist the dean of instruction in the super vision and evaluation of probationary personnel.
- D. To identify the services divisional personnel are expected to render, to assign any additional divisional activities which may develop throughout the college year
- E. To provide and ensure adequate orientation for new staff members; to assist in the formulation and administration of in-service programs to insure professional growth
- F. To advise on the assignment of divisional per sonnel to secure maximum use of their skills and specialties, and to recommend to the dean of instruction any changes in teaching assignments insofar as such changes would enhance the quality of the effort





# DIVISION CHAIRMEN

# II. Duties and Responsibilities

Working cooperatively with the Deans of Instruction and the Dean of the Evening Division, division chairmen are to assume the leadership and the responsibility to promote, organize, coordinate and develop the programs of their divisions, fulfilling these functions:

- 1. Devise means of evaluating and improving instruction.
- 2. Assist in the selection and assignment of new instructors and assume the obligation to see that each has proper orientation to his duties and obligations.
- 3. Assist in the evaluation of instructors.
- 4. Help the Deans of Instruction and the Dean of the Evening Division in maintaining a list of teachers that may be available for substitute work in the division area.
- 5. Work with the Deans of Instruction and the Dean of the Evening Division in organizing division teaching and room schedules for inclusion in the master schedule.
- 6. Work cooperatively with the Guidance Staff, through regular meetings, in communicating and forwarding the understanding of the curriculum of the division as it relates to the characteristics and needs of community college students.
- 7. Consult with the Dean of the Evening Division and make recommendations regarding the staffing of evening classes and assist in the orientation and supervision of evening instructors upon request of the evening Dean.
- 8. Serve as liaison between the administration and members of their divisions by attending curriculum and other meetings.
- 9. Assume responsibility in regard to community relationships as they pertain to the division.
- 10. Coordinate the division pudget, both supply and capital outlay.
- 11. Assume other assignments which their position and the Administration require.
- 12. Serve as instructors.



# III. Procedures

- 1. Hold division meeting at least once a month.
- 2. Maintain regular office hours for consultation with members of their divisions.
- 3. Maintain instructor evaluation schedule: the first formal evaluation session to be held prior to Thanksgiving Vacation; the second, by March 1.
- 4. Begin visitations of new staff members during the second week of school and complete the initial visitations at least one week prior to Thanksgiving Vacation.
- 5. Have orientation meetings with new members of their staffs and assign members of their divisions to act as helpful guides during the opening days of school.
- 6. Introduce new staff members not only to the policies and procedures of their divisional area but also to the philosophy and procedures of the total enterprise of the College.
- 7. Submit the names of possible substitute teachers to the Dean of Instruction by September 20.
- 8. Distribute minutes of their divisions not only to their members but also to all members of the Curriculum Committee.
- 9. Attend regularly the monthly meetings of the Curriculum Committee.
- 10. Make arrangements that will enable instructors to visit classes of successful teachers.
- 11. Bring professional literature and in-service training opportunities to the attention of division members.
- 12. Work closely with individual instructors to see how well each is doing with the students under their supervision: i.e., inspection of student progress (test scores, surveys, etc.).
- 13. Inspect occasionally teacher-made examinations and other course materials to determine their effectiveness in fulfilling the goals of courses, as stated in course outlines.
- 14 . Keep the course outlines up-to-date and in file in the office of instruction.
- 15. Analyze occasionally the pattern of student grades to determine erratic grading, halo, etc.



- 16. Observe casually, but critically, the instructor as he is engaged in school activity outside the classroom.
- 17. Organize, whenever appropriate, advisory committees to help further the educational program of their divisions.
- 18. Arrange meetings, whenever appropriate, with the guidance staff to further understanding of the curriculum of their divisions as it relates to the characteristics and needs of community college students.

#### IV. Length of Appointment

Appointment will be for the school year 1966-1967.

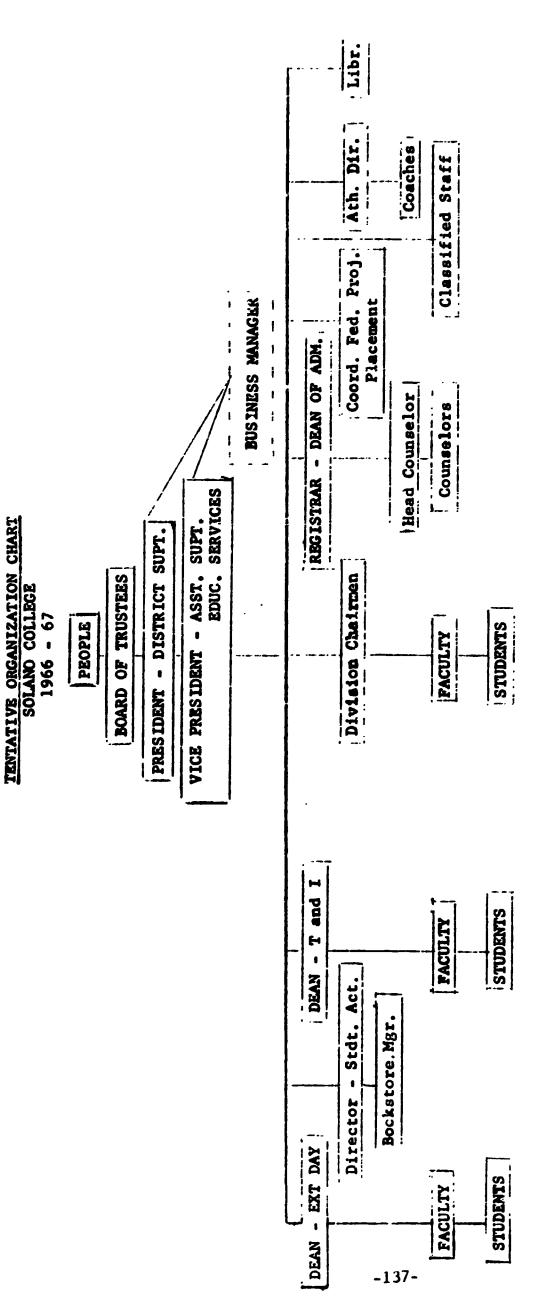
# V. Compensation

A time allowance of 1/6 of their teaching assignment plus remuneration of \$500 a year shall be given them for assuming the leadership and responsibility of their divisions. The time allowance may be adjusted according to the scope and requirements of their divisions.

#### VI. Length of Service During School Year

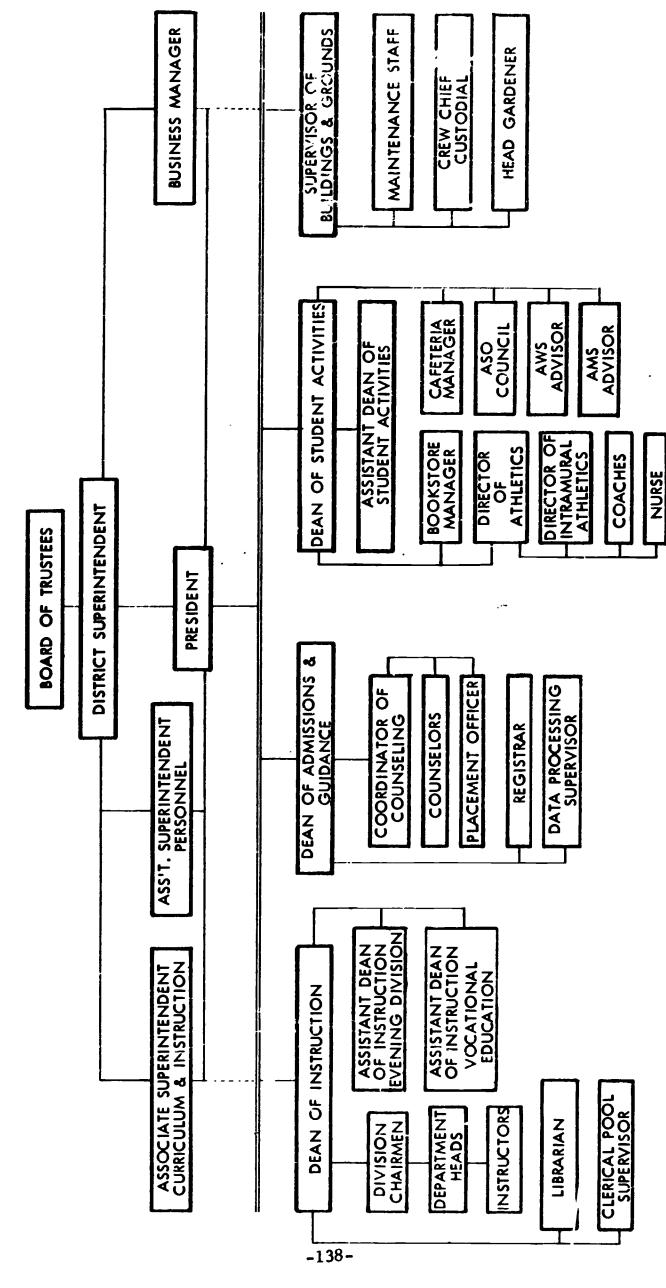
The length of service is the same as that of instructors except for one week additional, which may be either before or after school opens or closes depending on the demands of the position. Arrangements will be approved by the Dean of Instruction.





# NOTES:

- ng the first year of operation as a separate district, Solano College will be organized and administrated flexible manner.
  - of the district office functions will be assumed by the Solano College Administration while the Vallejo fied School District will continue to serve the college in the areas of business, maintenance, and ected personnel services. Many Unif sel
    - Both administrator's will work as a team in the administrating of Solano division of responsibilities between President - Superintendent and the Vice President - Assistant rintendent has not been set. The Supe Coll





SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART

#### DUTIES OF A DEPARTMENT HEAD

Under the direction of the Division Chairman:

- 1. Assists the Division Chairman in the conduct of divisional affairs.
- 2. Acts as a liaison between instructors and the Division Chairman.
- 3. Informs the Division Chairman of instructor and departmental needs.
- 4. Conducts departmental meetings; directs continuous departmental review and evaluation of the department's instructional program; and coordinates preparation of departmental proposals for curricular change and instructional innovation.
- 5. Prepares tentative departmental schedules of classes for presentation to the Division Chairman.
- 6. Coordinates preparation of course outlines and catalog material for the department.
- 7. Cooperates with the Division Chairman and the Office of Instruction in arranging for class coverage in the absence of regularly assigned instructors.
- 8. Assists in the selection of textbooks and recommends their adoption.
- 9. Processes equipment and supply requests for members of the Department.



### DUTIES OF A DIVISION CHAIRMAN

Under the direction of the Dean of Instruction:

- 1. Assists the Dean of Instruction in the planning and conduct of the instructional program of the College.
- 2. Conducts divisional meetings; directs continuous divisional review and evaluation of the Division's instructional program; and coordinates preparation of divisional proposals for curricular change and instructional improvement.
- 3. Advises the Dean of Instruction regarding divisional needs.
- 4. Recommends the appointment of department heads for the Division and directs their activities.
- 5. Acts as a liaison between the departments of the Division and other elements of the Coilege.
- 6. Coordinates the preparation of proposed catalog materials pertaining to the Division.
- 7. Prepares tentative Division class schedules.
- 8. Directs and supervises the preparation of divisional, departmental, and instructor records and reports.
- 9. Processes equipment and supply requests for departments of the Division.
- 10. Coordinates divisional ordering and use of library and audio-visual materials.
- 11. Assists in the selection of textbooks and recommends their approval.
- 12. Assists in the selection of new contract or hourly instructors.
- 13. Maintain: and directs divisional programs for orienting and assisting new instructors.
- 14. Assists in the evaluation of probationary and hourly instructors.
- 15. Assists the Office of Instruction in arranging for class coverage in the absence of regularly assigned instructors.
- 16. Promotes and assists in the organization of advisory committees.
- 17. Performs other duties as assigned.



TABLE OF ORGANIZATION

1966-67 School Year

BUSINESS DISTRICT OFFICE DEAN OF STUDENTS BUSINESS, BLDG, & MAINT. SERVICE ADMINISTRATIVE DEAN, STUDENT PERSONNEL SERVICES ADMINISTRATIVE COUNCIL S ASSISTANT DEAN 0 8 COUNSELING H M S Z Þ 0 C ADMISSIONS DEAN OF ĵe, بعزا ⋖ S H S H SUPERINTENDENT H Z 4 Z 闰 PRESIDENT 0 H **[-**4 ပ DISTRICT æ H EVENING INSTRUCTION DEAN OF EVENING Η ASSISTANT DEAN INSTRUCTION S S Z Z H M X **64** INSTRUCTIONAL SERVICES ADMINISTRATIVE DEAN, H ⋖ I FACULTY SENATE ပ Z 0 H S TONAL EDUC. DEAN OF DAY INSTRUCTION 'ANT DEAN H > H A ASSIST VOCATI

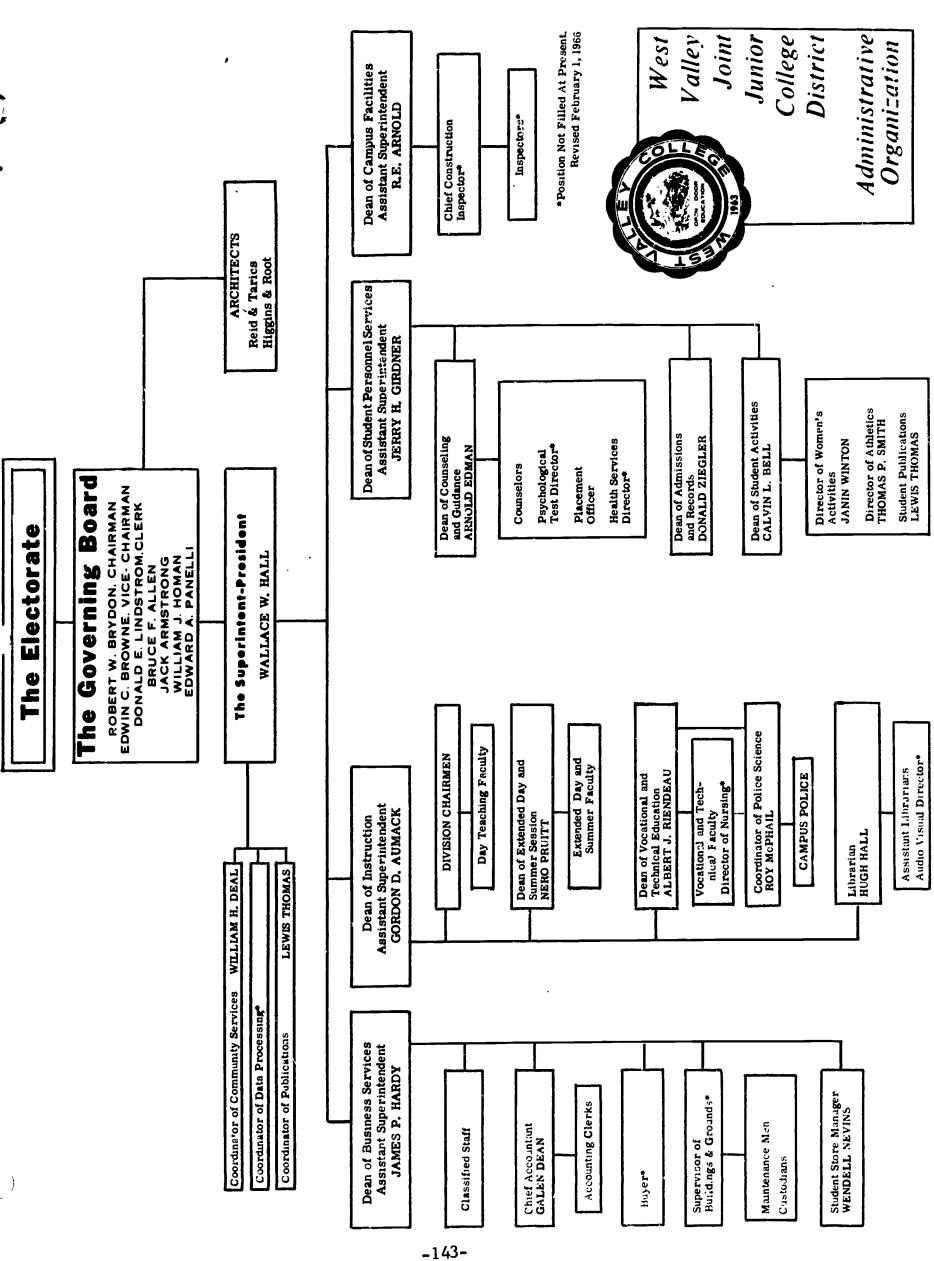
VENTURA COLLEGE 4667 Telegraph Road Ventura, California VENTURA COLLEGE 1966-67

### L. Division Chairmen

Under the direction of the administrative dean of instruction, assist in the development and supervision of the college instructional program. Representative duties are:

- (1) To make and submit the schedule of classes to the administration dean of instruction for inclusion in the official class schedule;
- (2) To make recommendations to the administrative dean of instruction regarding changes in existing courses of study, elimination of old ones, or the addition of new ones for day, evening, and summer programs;
- (3) To make recommendations to the administrative dean of instruction for textbook adoptions or deletions;
- (4) To make recommendations to the administrative dean of instruction regarding college curricula, including proposed additions, deletions, or changes;
- (5) To make recommendations to the administrative dean of instruction for course prerequisites and sequence of courses as required by adopted curricula;
- (6) To make recommendations through the administrative dean of instruction to the president regarding selection of new teachers, the evaluation of division faculty (especially probationary personnel), and considerations of teaching load for day, evening, and summer programs;
- (7) To prepare a budget for the division and submit it through the dean of day instruction to the business office;
- (8) To initiate requisitions for division supplies and equipment when budget provisions exist;
- (9) To cooperate with the ropriate deans to ensure the offering of appropriate classes, the maintenance of academic standards, and the relection of fully qualified teachers;
- (10) To cooperate with the dean of students and his staff in planning and supervising meaningful co-curricular activities appropriate to the division;
- (11) To be responsible for teacher supervision of all classes within the division, including evening and summer sessions;
- (12) To assist the administrative dean of instruction in the development and administration of appropriate in-service Opportunities for divisional staff members:
- (13) To maintain daily office hours adequate to permit consultation with students, teachers, and administrators.
- (14) To perform such other duties as may be assigned.







### 2.20 Division Chairman

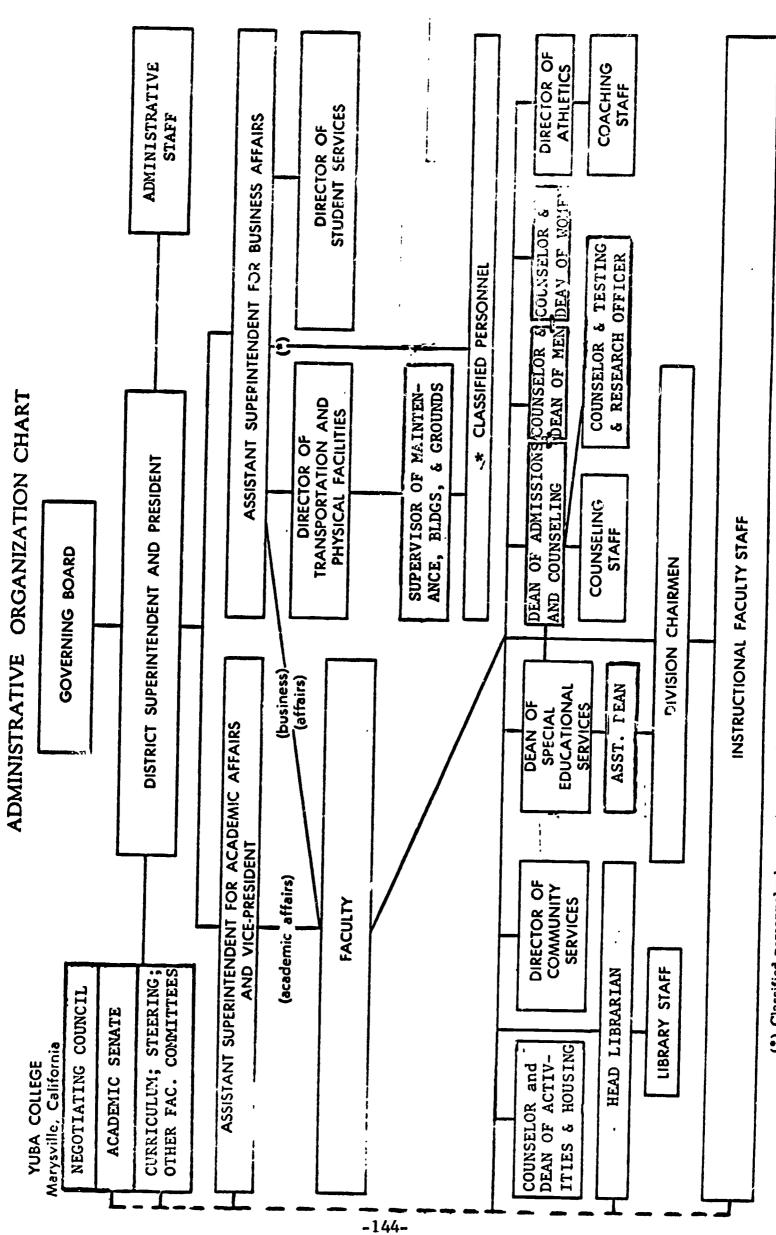
### Selection:

Upon nomination by the Superintendent-President, the board will appoint the division chairman for a two-year term. He will serve under the direct supervision of the Dean of Instruction. In addition to the duties and responsibilities listed below, the person serving as Chairman of the Division of Physical Education shall also serve as Director of Athletics.

### Duties and Responsibilities:

- 1. Assist in evaluation of division staff members.
- 2. Assist in screening of new staff members -- day and extended day.
- 3. Prepare division budget.
- 4. Approve division requisitions.
- 5. Plan and conduct division meetings.
- 6. Aid in orientation of new division staff members.
- 7. Assist in preparation of class schedules, both day and extended day.
- 8. Assist in curriculum development.
- 9. Help to find substitutes when division members are absent.
- 10. Prepare from time to time proposals for grants under federal or state assistance programs.
- 11. Coordinate preparation of course outlines.
- 12. Coordination of day, extended day, and summer school programs.
- 13. Assist the allocation of student help.
- 14. Allocation of conference attendance funds and aid.
- 15. Assist in textbook selection.
- 16. Represent division at building needs meetings.
- 17. Order desk copies of textbooks for instructors.
- 18. Such other duties as designated by the Dean of Instruction.





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(\*) Classified personnel whose assignments involve working under the supervision of a faculty member are responsible for work-performance aspects of their assignments directly to the faculty supervisor and through that supervisor to the Assistant Superintendent for Business Affairs; for other aspects of their assignments they are directly responsible to the Assistant Superintendent for Business Affairs.

SEE ALSO pages 2-1 through 2-2a of the FACULTY HAND BOOK for detailed responsibilities, and page 1-8 for committee listings.

## DIVISIONAL ORGANIZATION - FOR INSTRUCTION AND SERVICES **1966-67**

### DIVISIONS and DEPARTMENTS

PERSONNEL of DIVISIONS (alphabetical)

Instructional Programs:

DAY (8:00 a.m. - 5:00 p.m.) SPECIAL EDUCATIONAL SERVICES

(Evening, Summer Session, Adult)

Library-Audio Visual Services

Registration-Scheduling of Classes

tendent for Academic Affairs and Vice President.

ELECRY MILLER, Dean of Admissions

and Counseling.

THOMAS PEPPAS, Dean of Special

Educational Services.

DAN DILLON. Assistant to the Dean. ROBERT STAEHLIN, Head Librarian. ROBERT POOLE, AV Director & Assis-

iant Librarian.

ANDREA HAMPSTON (Mrs), Assistant

Librarian.

Vivision Chairmen, named below.

Agriculture

Drafting

Fire Science

Machine Shop Technology

Automotive Technology Police Science

Welding

Wesley Allen Robert Barkhouse

Jack Brierly Russell Freemyers William Green

Harvey Hallenbeck

Earl Orum Edmond Starr

BUSINESS......JOHN DRUASH, Division Chairman

Business

Charles Barnett

Shirley Barrick (Firs)

Glenn Beier

Doris Gianella (Miss)

Maxine Henrichs (Miss)

Haldane Hess (Mrs)

Edgar Miller

Freda Monnot (Mrs)

William Haeuser Gloria Mullins (Mrs)

Counseling-student personnel services.....elbert miller, Dean of Admissions Amissions
Counseling
Counseling
Counseling
Dean of Mo
Dean of Mo
Dean of Wo
Testing and Courseling

**ADMISSIONS** 

COUNSELING

DEAN OF ACTIVITIES & HOUSING

DEAN OF MEN DEAN OF WOMEN

TESTING & RESEARCH OFFICER

≥ Psychology 50, Introduction to College

Holbrook Boruck David Conroy Thomas Larner

Robert Mognis Robert Rutledge

Minerva Wootton (lirs)

ENGINEERING, MATHEMATICS, & SCIENCE.....GLENN VAN DOREN, Division Chavenan

Anthropology (Physical) Geology Astronomy

Chemistry Engineering

Geography (Physical)

Mathematics Physics

Statistics

Walter Bristol Robert Buell

Thomas Doty Physical Science Russell Freemyers Ernest Wettstein

Harold Hunziker Robert Ketelle John Mahoney

Edwin Haegele Chor Yu

FINE ARTS......ALBERT ATTWELL, Division Chairman

Dramatic Arts

Home & Family Living

ilus1¢ Ph1losophy

Gilbert Azama John Bresnahan

LaVerne Grell (Miss) Lawrence Moorman

Donald Butler Roy Sorrels

Doris Gianella (Miss)

Frank Wilkinson



# DIVISIONAL ORGANIZATION - FOR INSTRUCTION AND SERVICES 1966-67

### DIVISIONS and DEPARTMENTS

PERSONNEL of DIVISIONS (alphabetical)

Rygiene Carol Bordsen (Hrs) Ernest Hatlock
Physical Education Gary Engelken Louis Henghini

Extra-Mural Calvin Gower Etsuko Yoshinobu (Miss)

Marshall Kreuter

Athletic or iment....Ernest Matlock, Director of Athletics; Football, Golf

Varsity Sports Program Gary Engelken, Easeball, Football

Calvin Gower, Track, Football
Marshall Kreuter, Tennis, Football

Rex McDougal, Basketball

Louis Menghini, Wrestling, Intra-Mural

LANGUAGE ARTS..... EDWARD MALLOY, Division Chairman

English Russian Corine Andrews (Mrs) Robert Hooper
French Spanish Charles Barnett Eda Jameson (Mrs)
German Speech Charles Berrier Donald Meadows
Journalism Jeanine Crandall (Mrs) Thomas Pauly
Peter France

Peter Evans Roy Sorrels
Richmond Garrigus Gordon Taylor

LIFE SCIENCE..... ERNEST KRAUSE, Division Chairman

Anatomy Physiology Douglas Adams Johnny Horgan, M.D.

Bacteriology Vocational Nursing Phyllis Arnoldy (Miss) Allan O'Berg

Biology X-Ray Technology Ferne Baker (Mrs) William Schultz

Botany Zoology Cornelie Haile (Mrs) William Schultz

Cornelie Haile (Mrs) Louetta Thomson (Mrs)

Entomology

Anthropology Political Science Don Johnston Gerald Severeid Economics Psychology Donald LeFave George Shaw Education Social Science Robert Reiter Robert Williams

Geography Sociology

History

Assistant Superintendent and vice President Yuba College lary'sville, California

# SURVEY OF DIVISION-DEPARTMENT CHAIRMEN August 20, 1963

	COLLEGE	Ţ	<b>~1</b>	MΙ	41	i <b>u</b> l	v	,
	Bakersfield	\$200-\$500	2/5	Yes	Yes	No-recommend	l ag	·i \$
	Cabrillo	\$500/yr.	1/5	Final	Informally	Suggest	, a	
	Cerritos	20% annual salary (10 mos.)	None .	₹ •	Yes	Yes	Yee	Yes
	Citrus	\$300-\$700	None	Yes	Yes	Hein	Š	
	Coalinga	No Division or	No Division or Department Chairmen	Jen			200	0
	Compton	\$500	None	Assist Dean of Instruction	.lssist Dean	Assist Dean	Yes	No O
-a-	Contra Gusta	No Division or	No Division or Department Chairmen					
	Fresno City (Division Deans)	Administrative salary schedule	Full-time administration	Yes	Yes	Yes	Yes	Yes
	iuilerton	\$529	2-7 teachers, No 1/5; 8-14, 2/5; 15- 21, 3/5; 22-28, 4/5. Each probationary teachers. Is counted as 1½ teachers.	•	Yes, but Red Deans and Vice Pres. recommend and evaluate too.		Prepare Request	Cha
<b>-</b> ,	Glendale	\$100-\$300	None		made by College President.	to superintendent President.	83 T	bot C Of
T	*1. How much additional pay do they receive? 2. How much reduced teaching load? 3. Do they screen instructor applications? 4. Do they evaluate instructors and recommend	they receive? load? applications?			20 9 •	æ .	Yes recommend	College fice of I
	5. Do they determine instructor course assignments? 6. Do they prepare and recommend divisional budget? 7. Are they considered a part of administrative sta	or course assignments?  and divisional budget?  of administrative sta	r cenure? ments? udget? ve staff?					nstruction

ERIC PRUIT GRANT PROVIDED OF ERIC

Survey of Division-Department Chairmen August 20, 1963

COLLEGE	Ħ	М	ଳା	<b>ক</b>	•	•	^
Grossmont	Hone	3-6 hours	Yes, help	Zer zer	Xee		-i <u>(</u>
Long Ranch City	0-\$885	0-20%	-	Optional to recommend Assist *	` a	Xee	<b>8</b>
Los Angeles City	\$45 per month. Extra pay - evening superv.	6 hrslarge depts.; 3 hrs.,	•	<b>X</b>	<b>1</b>	χ.	Yes
Los Angeles Harbor	\$45 per month (10 mos.)	3-5 unite	χ.	Z.	<b>2</b>	Xee	N <sub>o</sub>
Los Angeles Metropolitan College of Business	Ro Division or I	Ho Division or Department Chairme	g				
Los Angeles Pierce	\$45 per month.	Varius by formula	Assist	Assist	Ş	<b>N</b> O	ď
Los Angeles Trade-Technical	\$45 per month.	Teach etx hours week	Preliminary	<b>7</b>	M <sub>O</sub>	Assist	No
Los Angelus Valley	\$45 per pay period	3 hrs.	W <sub>o</sub>	Yes	Recommend	X •	
Monterey Peninsula	None	Reduction of Yes one class if 5 or more instructors	Yes Stors	ž	With Vice President	Yes Depart	broad sense. No
116	\$400 500 700	0000	X ee	<b>2</b>	Yes	menca. Yes Department	*o
S.S. separate) 13-15 16-18	008	20% 40%			*Members of P	President's	Counc 11
All Depar Terms: Da	All Department Chairmen wil Terms: Day & evening -4 yea	will be expected to be on campus 6 hour years, renewed by agreement and review	be on campus rement and r	9 0	er day between 8 . administration an	8 A.M. and 5 P.M. and chairman.	P. W.

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Survey of Division-Department Chairmen August 20, 1963

COLLEGE	<b>~</b> 1	બ	બા	বা	wi	ଠା	71
Napa	No Division or	No Division or Department Chairmen	g				
Oakland City	None	2-9 units (veries)	To some extent	Not at present	Assist	Assist	N 0
Foothill	\$1000/yr.	Depends on size	Yes	Yes	Yes	Yes	Ye
City College of San Francisco	None	3-9 units	Yes	Evaluate	Yes	Yes	No
College of Marin Division Department	\$600 \$200	3 unite	Yes	X X S S	0 0 X	Yes	\$ \$ \$
Palomer Division Department	\$560-\$620 \$168-\$186	* 1/5	<b>9</b> 0 9 7 24 14	Yes	Assist in Assist in	Assist . Assist	N K
Porterville	None	2-4 hrs.	Sometimes	408 A8815:	<b>Xee</b>	Yes	N O
Reedley	Div\$400 Dept\$200	None	Some	Xee	् न्युक्	X .	N <sub>O</sub>
Sacramento City	None	1/3	No	Yes	No	Yes	22
San Diego City	\$100-\$200	None	Are	No	Recommend	Assist	S S
San Joaquín Delta	\$400	202-302	Yes	Yes	Partly	Yes	Yes
Santa Monica City 3 or less teachers in Dapt. 4 to 6 teachers 7 to 10 teachers 11 or more teachers	\$ 81.67 163.33 245.00 326.66	No	Yes, help	<b>8</b>	Yes, help	o N	8

Cha 1rmen	
Division-Department	1963
r of	20,
Survey	August

COLLEGE	러	ભા	ଜା	ᆀ	v)	91	7
Taft	\$546	None	Yes	Yes	No, assist	Assist	No
Vallejo Area Chairmen	None	None	Yes	Yes Recommend	No Recommend	Yes	Š
Ventura	\$50/month	50%	Yes	Yes	Yes, with the Dean of Instruction	Yes	Year
			*	to the exten	*to the extent of their administrative duties	istrative	luties
Yuba	10% of what their salary	None	Yes	Yes	. Κε <b>ε</b> *	Yesat	Yes and no
d-	otherwise be			*In conjunc	conjunction with Vice President conjunction with Division facul	Vice President Division faculty	, stafí
American River	\$600	1/5 - 2/5 Varies with no. teachers in Div.	Yes	Yes	Yes	Yes	N O
College of the Sequoias	0-\$500	None to reduction assign3 units	¥es s	Yes	Asist	Yes	No
College of San Mateo No. of Teachers (inc. Div. 1-9 faculty 10-14 15-24 25-29 30 or over	Chairman) \$500 700 850 1000 1250	6/30 11/30 11/30 11/30 17/30	Help	<b>K</b> es	& &	Yes fo Respo	Yes for Div Responsibi

Chairmen	
fon-Department	
Division	, 1963
of	200
Survey	August

	role to the same			,	•	•	•	•
	COLLEGE	<b>–1</b>	બા	m <b>i</b>	41	ıv)	<b>0</b>	-1
	American River Junior College	009\$ <b>9</b> 5	By formula based on number of staff	Yes	Yes	<b>γ</b> ∴3	<b>X</b>	Yes
	Chabot	\$300	1/5-0-15 2/5-16 or more	Not initially	Yes assist	Nc	Yes	Yes
	Chaffey	\$175 (4-6 faculty) 225 (7-10 faculty) 275 (11 or more)	3 hrs/week	Usually	Yes	Assist	Yes	Yes
	Diablo Valley	None						
-e	Foothill	<b>6•</b>	~	Not initially	Yes	Recommend	Yes	Yes
-	Modesto \$250 300 350	350 (under 6 faculty) Varies from 300 (6-10 faculty) cone to halt 350 (11-15 faculty) depending of size and typestics are also as a second control of the second control of	Varies from Yanone to half time, depending on dept.	om Yes Alf time, on dept. type of subject	Yes	Recommend	Yes	Yes and
	San Jose City Division Chairmen Department Chairmen	10% of salary None	} time teach	Yes	No No	Assist only Assist only	Yes	NO NO
	Santa Ana	\$500	None at present	Yes	Yes	Yes	Yes	Yes/no
	Santa Barbara City	\$300 and \$500	None	Yes	Yes	Yes	Yes	Yes

8

TO: Respondents to Questionnaire on Department Heads

FROM: William S. Houpt, Vice President, Allan Hancock College

**DATE:** January 26, 1966

Thirty-four questionnaires were sent to junior colleges of varying sizes, and thirty-one were returned. This is not only an example of cooperation on the part of busy people, but it also indicates that many administrators are giving thought to this area. I hope the enclosed recapitulation will be of some help to you.

One part of the questionnaire had to do with items that department heads had full or partial responsibility:

		Full or partial	Definitely partial
1.	Plan and conduct departmental meetings	26	
2.	Prepare departmental budget	25	
3.	Approve departmental purchase requests	22	3
4.	Recruit and recommend new staff members	11	15
5.	Supervise orientation of new departmental staff		
	members	18	7
6.	Evaluation of non-tenured departmental staff member	s 17	8
7.	Prepare departmental proposals for grants under		
	federal or state assistance programs	13	10

### 8. Other:

Assist in preparing class schedule (3), assist in assigning instructors (2), assist in curriculum development and lead division planning (3), discipline within the department (1), course outline revision (1), coordinate day, evening, and summer school (3), allocate student help (2), textbook selection (2), allocate conference attendance funds (1)



IS ARE ANY OF THE ABOVE BASED ON IE, SIZE OF DEPARTMENT? IF SO, WHAT ARE THE DIFFERENCES?		ons, varies	0-6 staff no released time 6-15 " 1/5 released time	schedule	taff \$ "	1000		h	some departments do not have full-time secretaries		100 - 1-3 teachers 200 - 4-8 " 300 - 9+ "
HOW MUCH SECRETAR LAL HELP IS PROVIDED? (FULL, PART-TIME, OR OTHER BASIS)	part-time student help	full-time for large divisions, part-time student help for small departments	part-time student	depends on div!sion	secretarial help through telephone dictation		as needed	one full-time secretary for	4		none
HOW MUCH REDUCTION IN TEACHING LOAD IS GIVEN DEPARTMENT HEADS?		varies according to size, extra compensation, and duties	1/5 - 2/5	20% of reassigned time	none		none	none	one-half or more for all but very small divisions	called associate deans on full-time basis	none
HOW MUCH EXTRA COMPENSATION IS GIVEN DEPARTMENT HEADS?	\$400	\$200-500	(divisions) \$570	respondent referred to sched- ule but did not send it	\$700-1000	planning divisional structure	009\$	none	(divisions) (9) \$1000	(divisions) (4)	\$100-300
COLLEGE	ANTELOPE VALLEY COLLEGE	BAKERSFIELD COLLEGE	CABRILLO COLLEGE	CHAFFEY COLLEGE	CITRUS COLLEGE	COALINGA COLLEGE	CONTRA COSTA COLLEGE	CUESTA COLLEGE	FOOTHILL COLLEGE	FRESNO COLLEGE	GLENDALE COLLEGE



ARE ANY OF THE ABOVE BASED UPON SIZE OF DEPARTMENT? IF SO, WHAT ARE THE DIEFEDENCES?	less than 3 F.T.E. o 6 F.T.E. o	secretarial help is pooled for entire faculty			not yet	full-time secretery for large	מבספו בוויפורפ	four member departments have 3 unit reductions if possible		go by a formula - too detailed to reproduce here		depends on number in department
HOW MUCH SECRETARIAL HELP IS PROVIDED? (FULL, PART-TIME, OR OTHER BASIS)	part-time student, and use of nye-matic phone dictation service for memos, letters,etc.	none	part-time student assistance 8-12 hours	secretarial pool and student	shares faculty secretary	part-time through pool		part-time	full-time	very limited	half-time	minimal - some use of 3/4 secretary in division chairman office
HOW MUCH REDUCTION IN TEACHING LOAD IS GIVEN DEPARTMENT HEADS?	1/5 - 2/5	in some instances	none	none	none	3-6 hours		3 unit reduction	20%	varies with departments	50% teaching 50% administration	2/16 or 4/16
HOW MUCH EXTRA COMPENSATION IS GIVEN DEPARTMENT HEADS?	none	əύοu	(divisions) (5) \$300-400	\$600 for division chairman \$200 for department heads	none	none	no department heads	5% of base	10% additional pay plus l additional month of employment	released time	(divisions) (3) (1.25 times proper step on an administrative schedule)	divisions and none department heads
COLLEGE	GROSSMONT COLLEGE	HARTNELL COLLEGE	IMPERIAL VALLEY COLLEGE	MARIN, COLLEGE OF	MIRA COSTA COLLEGE	MONTEREY PENNINSULA	NAPA COLLEGE	PALOMAR COLLEGE	PASADENA CITY COLLEGE	PORTERVILLE COLLEGE	REEDLEY COLLEGE	SAN JOSE COLLEGE

ARE AN. OF THE ABOVE BASED UPON SIZE OF DEPARTMENT? IF SO, WHAT ARE THE DIFFERENCES?	1-5 - 0 units released time \$600 6-10 - 9 " \$800 11-15 -12 " \$800 16-20 -15 " " \$1100 21-25 -18 " " \$1100 26-30 -18 " " \$1400 31-35 -21 " \$1400 36-40 -21 " \$1700 over 40 - 24" " \$1700	partment " 1/5 released time		if more than 12 teachers				help is based on load formula
HOW MUCH SECRETARIAL HELP IS PROVIDED? (FULL, PART-TIME, OR OTHER BASIS)	1 secretary, 1 clerk shared by each 2 divisions	part-time	student help up to 10 hours per week	one hour per day two hours per day for larger divisions	part-time	as needed through main office	part-time through 'pool' two large divisions have full-time secretaries	part-time student help
HOW MUCH REDUCTION IN TEACHING LOAD IS GIVEN DEPARTMENT HEADS?	0-24 units	1/5 (if over 10 staff)	1/5 when granted	one three unit class, sometimes two three unit classes	3-9 units depending on size of division	none	teaches at least half load	none at moment but there is hope for a 3 unit reduction in load
HOW MUCH EXTRA COMPENSATION IS GIVEN DEPARTMENT HEADS?	\$600-1700	\$300-500	euou	(divisions) (7) \$500	(divisions) \$1000	area chairman none	(division) \$56.50 per month for 11 months \$621.50	division chairman (8) 10% over regular salary
COLLEGE	SAN MATEO, COLLEGE OF	SANTA BARBARA CITY COLLECE	SANTA ROSA COLLEGE	SHASTA COLLEGE	SEQUOIAS, COLLEGE OF THE	VALLEJO COLLEGE	VENTURA COLLEGE	YUBA COLLEGE